

## GENERAL RETENTION SCHEDULE for LAW ENFORCEMENT AGENCIES

The following general records retention schedules pertain to the primary copy of a record regardless of physical form. Some records are given special designations and/or disposition instructions. When indicated on the schedules the following applies:

- (1) **Official Public Records (OPR)** records are those identified and required by statute that documents legal actions or transactions and/or fiscally or financially obligates the law office. They have a minimum retention of six (6) years unless otherwise approved by the Local Records Committee. All other records are Office Files and Memoranda (OFM) as defined in RCW 40.14.010
- (2) **Archival** - Records identified as being of historical value to the State. These records must not be destroyed; rather they may be transferred to the Regional branch of the State Archives serving your agency RCW 40.14.070(3).
- (3) **Essential Records** - Records identified by the as essential for the continuity and restoration of law enforcement operations after a disaster.

Included in this manual are general schedules (listed below) pertaining to records common to LAW ENFORCEMENT agencies. These schedules include extracts from Local Government General Records Retention Schedule (LGRRS) that are records common to all local government agencies to include Law Enforcement. The disposition authority number beginning with a "GS" can identify these. These extractions improve scheduling information and establish uniformity of universal records. The Local Records Committee considers record categories as distinct series. A description of each precedes the record series in that category and is approved as a section by the Local Records Committee.

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## GENERAL RETENTION SCHEDULE for LAW ENFORCEMENT AGENCIES

**Schedule Number: L01** activities related to administering the financial operations of the Law Enforcement agencies that includes extractions from LOCAL GOVERNMENT RECORD RETENTION SCHEDULES category - Accounting records.

### Records Category: **ACCOUNTING**

- ACCOUNTING includes documentation of fiscal operations encompassing most activities undertaken by local agencies to manage, account for, collect and expend funds. Includes general accounting records, banking, budget, vendor payments, travel authorizations/reimbursements, purchasing, banking, revenue/cash receipts budget status and other general purchasing and accounting records.
- ACCOUNTING GRANTS MANAGEMENT includes the design, procurement and administration of research and program activities funded by the federal government or State of Washington. Activities related to these funds are restricted in use as designed by the grantor. Records include grant applications, grantor and grantee correspondence and official responses, grant contracts, fiscal records, reports, administrative correspondence, grant products and related records.
- For purchasing records see category L13 Purchasing
- L01 applies to accounting records in paper, electronic and other formats, i.e. the following retention periods pertain to the primary copy of a record regardless of media. Retention periods for secondary copies that are produced for informational purposes only may be discarded when no longer needed unless otherwise specified.

When using this general retention schedule, records officers/coordinators should determine whether they are dealing with a primary or secondary copy the record series. General schedules are written in general titles and functions rather than identify specific individual documents or forms. Those records whose content and function are substantially the same as an item described on the schedule should be considered covered by that item. No one agency will have all of the record series listed in this general schedule. The listing of a record series does not mean that the agency must create such records.

### L01 Accounting—Inclusive

Approved by the Washington State Local Government Records Committee: June 2001



**Brian Buccholz**  
For the Attorney General



**George Geyer**  
For the State Auditor



**Phillip Coombs**  
For the State Archivist

**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

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Records Category: <b>ACCOUNTING</b>					Schedule Number: <b>L01</b>	
Series No.	RECORD SERIES TITLE and FUNCTION	OPR/ OFM	OFFICE or DIVISION LOCATION and MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
BANKING						
1.	APPLICATION FOR DUPLICATE INSTRUMENT, AFFIDAVIT, AND BOND <ul style="list-style-type: none"><li>Authority to issue duplicated check or warrant in case of loss or destruction.</li><li>Notarized oath that original was lost or destroyed and request for replacement.</li></ul>	OPR	6 years	Destroy when obsolete or superseded	GS50-03B-10	
2.	BANK ACCOUNT RECONCILIATIONS	OFM	3 years	Destroy when obsolete or superseded	GS50-03B-01	
3.	BANK DEPOSIT RECORDS Includes passbooks and deposit slips for both checking and savings accounts in all locations.	OPR	6 years	Destroy when obsolete or superseded	GS50-03B-02	
4.	BANK STATEMENTS	OPR	6 years	Destroy when obsolete or superseded	GS50-03B-03	
5.	CANCELLED CHECKS/WARRANTS	OPR	6 years	Destroy when obsolete or superseded	GS50-03B-04	
6.	CASH BOOK	OFM	6 years	Destroy when obsolete or superseded	GS50-03B-05	
7.	CHECK STUBS OR DUPLICATE COPIES	OFM	3 years	Destroy when obsolete or superseded	GS50-03B-06	
8.	DESIGNATION OF BANK OR OTHER DEPOSITORY FOR AGENCY FUNDS	OFM	6 years after withdrawal of designation	Destroy when obsolete or superseded	GS50-03B-07	
9.	SIGNATURE RECORDS List of employees and their signatures who are authorized to sign checks/warrants.	OPR	Destroy when superseded plus 6 years	Destroy when obsolete or superseded	GS50-03B-11	
10.	STATEMENTS OF BOND OR OTHER COLLATERAL SECURITY POSTED BY BANK (Or other depository)	OFM	3 years	Destroy when obsolete or superseded	GS50-03B-09	

Approved by Local Records Committee (LGRRS) July 01

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Records Category: ACCOUNTING					Schedule Number: L01	
Series No.	RECORD SERIES TITLE and FUNCTION	OPR/ OFM	OFFICE or DIVISION LOCATION and MINIMUM RETENTION PERIOD		DISPOSTION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
BUDGET						
11.	ANNUAL ESTIMATE OF REVENUE AND EXPENDITURES	OFM	2 years	Destroy when obsolete or superseded	GS50-03D-01	
12.	ANNUAL REPORT OF CHIEF FISCAL OFFICER TO COMMISSIONERS/COUNCIL Includes annual financial reports compiled by all units of local government as per statute, charter and agency policy.	OPR	Clerk of governing council, commission or board - PERMANENT - 1 copy archival - <b>See remarks</b>	Destroy when obsolete or superseded	GS50-03D-02	Please contact your Regional Archivist - one copy of each available report should be assembled for transfer to Regional Archives.
13.	BUDGET DEVELOPMENT OR WORKING FILES Background information and draft documents compiled in the course of budget preparation.	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-03D-03	
14.	BUDGET FORECAST REPORTS	OFM	1 year	Destroy when obsolete or superseded	GS50-03D-04	
15.	BUDGET OFFICER'S MONTHLY REPORT TO GOVERNING COUNCIL, COMMISSION, OR BOARD	OPR	6 years	Destroy when obsolete or superseded	GS50-03D-05	
16.	BUDGET STATUS REPORT Includes all types of periodic budget status reports compiled by all units of local government as per statute, charter, or agency policy.	OFM	3 years or until completion of State Auditor's examination report	Destroy when obsolete or superseded	GS50-03D-06	
17.	DEPARTMENTAL BUDGET REQUESTS	OFM	2 years	Destroy when obsolete or superseded	GS50-03D-07	
18.	FINAL BUDGET	OPR	Clerk of governing council, commission or board - PERMANENT - 1 copy archival - <b>See remarks</b>	Destroy when obsolete or superseded	GS50-03D-08	Please contact your Regional Archivist - one copy of each available report should be assembled for transfer to Regional Archives.

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Records Category: <b>ACCOUNTING</b>					<b>Schedule Number: L01</b>	
Series No.	RECORD SERIES TITLE and FUNCTION	OPR/ OFM	OFFICE or DIVISION LOCATION and MINIMUM RETENTION PERIOD		DISPOSTION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
19.	FINANCIAL STATEMENTS	OPR	6 years	Destroy when obsolete or superseded	GS50-03D-09	
20.	PRELIMINARY BUDGETS	OFM	2 years	Destroy when obsolete or superseded	GS50-03D-10	
<b>GENERAL</b>						
21.	ACCOUNTS PAYABLE AND RECEIVABLE SUPPORTING DOCUMENTS AND REPORTS Specialized reports and background files documenting the status of or adjustments to accounts.	OFM	3 years	Destroy when obsolete or superseded	GS50-03A-02	
22.	BILLS OF SALE	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-04	
23.	CASH ACCOUNTS SUPPORTING DOCUMENTS AND REPORTS Documentation of status and adjustments to cash accounts.	OFM	3 years	Destroy when obsolete or superseded	GS50-03A-06	
24.	CASH RECEIPTS TRANSMITTALS Forms transmitting money to and from the agency.	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-07	
25.	CASH RECEIPTS TRANSMITTALS-INTERNAL Forms transmitting money within the agency.	OFM	3 years	Destroy when obsolete or superseded	GS50-03A-08	
26.	DAILY CASH REPORT OR SUMMARY	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-09	

**GENERAL RETENTION SCHEDULE for  
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Records Category: <b>ACCOUNTING</b>					<b>Schedule Number: L01</b>	
Series No.	RECORD SERIES TITLE and FUNCTION	OPR/ OFM	OFFICE or DIVISION LOCATION and MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
27.	DAILY, WEEKLY, OR MONTHLY TIME ACCUMULATION REPORTS (TIME CARDS) May be used as retirement verification. <b>ESSENTIAL RECORD if used for retirement verification</b> – Needs security microfilm backup – <b>See remarks.</b>	OPR  OFM	If used for retirement verification – 60 years  If NOT used for retirement verification – 3 years <b>See remarks</b>	Destroy when obsolete or superseded	GS50-03E-04	Retain for 60 years if employee pay histories or payroll registers are not used for retirement verification. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
28.	DISTRIBUTION OF EXPENDITURES	OFM	3 years	Destroy when obsolete or superseded	GS50-03A-10	
29.	EXPENDITURE TRANSACTION REPORTS Adjustments to coding of expenditures and correcting errors.	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-11	
30.	FIXED ASSETS INVENTORY DOCUMENTATION Includes fixed asset inventory (year-end) as well as documentation of current status, and updates and adjustments to the fixed asset inventory.	OFM	3 years	Destroy when obsolete or superseded	GS50-03A-12	
31.	FUND ACCOUNTS SUPPORTING DOCUMENTS AND REPORTS Documentation of status and adjustments to individual funds.	OFM	3 years	Destroy when obsolete or superseded	GS50-03A-13	
32.	GENERAL AND SUBSIDIARY JOURNALS All journals for all funds and functions, including but not limited to: cash disbursements and cash receipts.	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-14	

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Records Category: <b>ACCOUNTING</b>					<b>Schedule Number: L01</b>	
Series No.	RECORD SERIES TITLE and FUNCTION	OPR/ OFM	OFFICE or DIVISION LOCATION and MINIMUM RETENTION PERIOD		DISPOSTION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
33.	GENERAL LEDGER ESSENTIAL RECORD - Needs security backup - <i>See remarks.</i>	OPR	6 years Pre-1900 general ledgers have potential archival value - <i>See remarks</i>	Destroy when obsolete or superseded	GS50-03A-15	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. Accounting system documentation should be protected from damage or loss by off site storage of backup tapes. In non-automated systems, security copies of the general ledger and other official accounting documents should be stored off site, or a list that identifies the locations of other copies inside and outside the agency should be kept.
34.	INTERNAL REVENUE SERVICE (IRS) FORM 1099	OFM	4 years	Destroy when obsolete or superseded	GS50-03A-17	
35.	INTERNAL REVENUE SERVICE (IRS) FORM W-9	OFM	4 years	Destroy when obsolete or superseded	GS50-03A-16	
36.	INVENTORY OF FIXED ASSETS Year-end report.	OFM	3 years or until completion of State Auditor's examination report	Destroy when obsolete or superseded	GS50-03A-18	
37.	INVESTMENT ACCOUNTS SUPPORTING DOCUMENTS AND REPORTS Documentation of status and adjustments to investment accounts.	OFM	3 years	Destroy when obsolete or superseded	GS50-03A-19	
38.	PAYROLL OR EXPENSE CHECKS LOG/SHEET Log or sheet that is signed by person picking up payroll or expense checks.	OFM	3 years	Destroy when obsolete or superseded	GS50-03A-32	

Approved by Local Records Committee (LGRRS) July 01  
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Records Category: <b>ACCOUNTING</b>					<b>Schedule Number: L01</b>	
Series No.	RECORD SERIES TITLE and FUNCTION	OPR/ OFM	OFFICE or DIVISION LOCATION and MINIMUM RETENTION PERIOD		DISPOSTION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
39.	PETTY CASH RECORD	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-20	
40.	RECEIPTS	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-21	
41.	RECORD OF SUPPLIES DRAWN FROM CENTRAL STORES	OFM	3 years	Destroy when obsolete or superseded	GS50-03A-22	
42.	REGISTER FOR FUNDS REMITTED TO FISCAL OFFICER	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-23	
43.	REMITTANCE ADVICES	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-24	
44.	REVENUE BOND AND COUPON REGISTER	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-05	
45.	REVENUE BONDS AND COUPONS Includes general obligation bonds.	OPR	6 years after redemption.	Destroy when obsolete or superseded	GS50-03A-25	
46.	STATE AUDITOR'S EXAMINATION REPORT	OFM	State Auditor's office - PERMANENT	Destroy when obsolete or superseded	GS50-03A-26	
47.	SUBSIDIARY LEDGERS All ledgers dedicated to individual funds or functions, including but not limited to: accounts payable, accounts receivable, appropriations, bonded debt, equipment operation cost, expenditures, investments, properties, and revenue.	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-01	
48.	TREASURER/FINANCE OFFICER FINANCIAL REPORTS	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-27	



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Series No.	RECORD SERIES TITLE and FUNCTION	OPR/ OFM	OFFICE or DIVISION LOCATION and MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
49.	TRIAL BALANCES	OFM	3 years	Destroy when obsolete or superseded	GS50-03A-28	
50.	VOUCHER REGISTER	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-29	
51.	VOUCHERS All invoices for all funds and purposes with attached supporting documentation. Includes Travel Vouchers/Authorizations and Law Enforcement Investigative Funds.	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-30	
52.	WARRANT REGISTERS	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-31	
<b>GRANT FUNDS MANAGEMENT</b>						
53.	ANNUAL FINANCIAL STATUS REPORTS - GRANTS Annual report submitted for continuing grants containing summaries and breakdowns of expenditures for the past year.	OFM	3 years or retain for period required by grant or program - <b>See remarks</b>	Destroy when obsolete or superseded	GS50-03C-01	For federal grants, reference 24 CFR 84. 85(c) (2) If any litigation, claim, or audit is started before the expiration of the 3-year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved and final action taken.

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Records Category: <b>ACCOUNTING</b>					<b>Schedule Number: L01</b>	
Series No.	RECORD SERIES TITLE and FUNCTION	OPR/ OFM	OFFICE or DIVISION LOCATION and MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
54.	FINAL GRANT EXPENDITURE REPORT End of a project report accounting for the expenditure of grant funds submitted for non-continuing grants.	OFM	3 years or retain for period required by grant or program – Potential archival value - <b>See remarks</b>	Destroy when obsolete or superseded	GS50-03C-02	For federal grants, reference 24 CFR 84. 85(c) (2) If any litigation, claim, or audit is started before the expiration of the 3-year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved and final action taken. Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
55.	FINANCIAL SUPPORT DOCUMENTS (CONTINUING GRANTS) Working papers, such as summaries, spread sheets and other data reflecting the expenditures of grant fund.	OFM	3 years or retain for period required by grant or program - <b>See remarks</b>	Destroy when obsolete or superseded	GS50-03C-03	For federal grants, reference 24 CFR 84. 85(c) (2) If any litigation, claim, or audit is started before the expiration of the 3-year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved and final action taken.
56.	FINANCIAL SUPPORT DOCUMENTS (NON-CONTINUING GRANTS) Working papers, such as summaries, spreadsheets, and other data reflecting the expenditure of grant funds.	OFM	3 years from the date of submission of the final expenditure report or retain for period required by grant or program - <b>See remarks</b>	Destroy when obsolete or superseded	GS50-03C-04	For federal grants, reference 24 CFR 84. 85(c) (2) If any litigation, claim, or audit is started before the expiration of the 3-year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved and final action taken.

**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

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Records Category: <b>ACCOUNTING</b>					<b>Schedule Number: L01</b>	
Series No.	RECORD SERIES TITLE and FUNCTION	OPR/ OFM	OFFICE or DIVISION LOCATION and MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
57.	GRANT AGREEMENT Official statement of the terms and conditions of the grant agreed upon and signed by the grantor and the grantee.	OPR	3 years from the date of submission of the final expenditure report or retain for period required by grant or program - <b>See remarks</b>	Destroy when obsolete or superseded	GS50-03C-05	For federal grants, reference 24 CFR 84. 85(c) (2) If any litigation, claim, or audit is started before the expiration of the 3-year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved and final action taken.
58.	GRANT APPLICATIONS (APPROVED) Includes narrative explanation of the nature and purpose of the proposed project, amount of funds requested, matching funds, in-kind contributions, and plan of work.	OPR	3 years from the date of submission of the final expenditure report or retain for period required by grant or program - <b>See remarks</b>	Destroy when obsolete or superseded	GS50-03C-06	For federal grants, reference 24 CFR 84. 85(c) (2) If any litigation, claim, or audit is started before the expiration of the 3-year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved and final action taken.
59.	GRANT APPLICATIONS (NOT APPROVED)	OFM	1 year	Destroy when obsolete or superseded	GS50-03C-07	

**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

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Records Category: <b>ACCOUNTING</b>					<b>Schedule Number: L01</b>	
Series No.	RECORD SERIES TITLE and FUNCTION	OPR/ OFM	OFFICE or DIVISION LOCATION and MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
60.	GRANT PROJECT REPORTS Statement on progress, problems and success in the completion of the grant project, including periodic, annual, special, and final reports.	OPR	3 years from the date of submission of the final expenditure report or retain for period required by grant or program – Potential archival value - <b>See remarks</b>	Destroy when obsolete or superseded	GS50-03C-09	For federal grants, reference 24 CFR 84. 85(c) (2) If any litigation, claim, or audit is started before the expiration of the 3-year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved and final action taken. Please contact your Regional Archivist before disposing of this record. Records from this series may be selected for transfer to and preservation at a Regional Archives branch.
61.	GRANT PROJECT WARRANTS, CHECKS, AND VOUCHERS	OPR	6 years or until satisfaction of grant audit requirements, whichever is longer	Destroy when obsolete or superseded	GS50-03C-08	
62.	GRANTS - STATISTICAL DOCUMENTATION	OFM	3 years from the date of submission of the final expenditure report or retain for period required by grant or program - Potential archival value - <b>See remarks</b>	Destroy when obsolete or superseded	GS50-03C-10	For federal grants, reference 24 CFR 84. 85(c) (2) If any litigation, claim, or audit is started before the expiration of the 3-year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved and final action taken. Please contact your Regional Archivist before disposing of this record. Records from this series may be selected for transfer to and preservation at a Regional Archives branch.

Approved by Local Records Committee (LGRRS) July 01

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**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

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Records Category: <b>ACCOUNTING</b>					<b>Schedule Number: L01</b>	
Series No.	RECORD SERIES TITLE and FUNCTION	OPR/ OFM	OFFICE or DIVISION LOCATION and MINIMUM RETENTION PERIOD		DISPOSTION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
63.	WARRANT, CHECK, OR VOUCHER REGISTERS-GRANT FUNDS Numerical listing of checks, warrants, and vouchers from transactions involving grant funds.	OPR	6 years or until satisfaction of grant audit requirements, whichever is longer	Destroy when obsolete or superseded	GS50-03C-11	

## GENERAL RETENTION SCHEDULE for LAW ENFORCEMENT AGENCIES

**Schedule Number: L02** includes previous Law Enforcement's Personnel L01B and extractions from LOCAL GOVERNMENT RECORD RETENTION SCHEDULES Personnel – General, Affirmative Action, and Employee Relations.


### Records Category: **PERSONNEL RECORDS**

- Personnel records include each local agency's employee's name, title/position held, division assignments, salary, changes of employment status, attendance, leave, performance evaluations, and such other information as may be necessary for the administration of regulations. Personnel shall be open to the inspection of the Washington State Auditor, and Director of Personnel or designees.
- Affirmative Action, ADA accommodations
- Employee Relations (bargaining contract and agreement negotiations, labor and union relations), and training files.
- L02 applies to Personnel records in paper, electronic and other formats, i.e. the following retention periods pertain to the primary copy of a record regardless of media. Retention periods for secondary copies that are produced for informational purposes only may be discarded when no longer needed unless otherwise specified.

When using this general retention schedule, records officers/coordinators should determine whether they are dealing with a primary or secondary copy the record series. General schedules are written in general titles and functions rather than identify specific individual documents or forms. Those records whose content and function are substantially the same as an item described on the schedule should be considered covered by that item. No one agency will have all of the record series listed in this general schedule. The listing of a record series does not mean that the agency must create such records.

### L02 PERSONNEL—Inclusive

Approved by the Washington State Local Government Records Committee: August 2001



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For the State Archivist

**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

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Records Category: <b>PERSONNEL</b>					Schedule Number: <b>L02</b>	
SERIES NO.	RECORD SERIES TITLE and FUNCTION	OPR/ OFM	OFFICE or DIVISION LOCATION and MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
1.	ADA (AMERICANS WITH DISABILITIES ACT)-REHABILITATION ACT OF 1973, SECTION 504 CLAIM AND ACCOMMODATION FILES	OPR	Completion of accommodation plus 6 years	Destroy when obsolete or superseded	GS50-04C-01	
2.	AFFIRMATIVE ACTION FORECASTS	OFM	2 years	Destroy when obsolete or superseded	GS50-04C-02	
3.	AFFIRMATIVE ACTION PLANS ESSENTIAL RECORD - Needs security backup - <b>See remarks</b>	OPR	Keep until superseded plus 6 years - Potential archival value - <b>See remarks</b>	Destroy when obsolete or superseded	GS50-04C-03	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the locations of other copies inside or outside the agency.
4.	AFFIRMATIVE ACTION STUDIES AND REPORTS	OFM	5 years - Potential archival value - <b>See remarks</b>	Destroy when obsolete or superseded	GS50-01-32	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
5.	APPLICATION FOR EMPLOYMENT WHEN APPLICANT IS NOT HIRED	OFM	3 years	Destroy when obsolete or superseded	GS50-04B-01	
6.	BENEFITS STUDIES AND SURVEYS	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-01-32	

**GENERAL RETENTION SCHEDULE for  
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Records Category: <b>PERSONNEL</b>					Schedule Number: <b>L02</b>	
SERIES NO.	RECORD SERIES TITLE and FUNCTION	OPR/ OFM	OFFICE or DIVISION LOCATION and MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
7.	COLLECTIVE BARGAINING AGREEMENTS ESSENTIAL RECORD - Needs security backup -- <b>See remarks.</b>	OPR	Termination plus 6 years - Potential archival value - <b>See remarks</b>	Destroy when obsolete or superseded	GS50-01-11	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the locations of other copies inside or outside the agency.
8.	COLLECTIVE BARGAINING CONTRACT AND AGREEMENT NEGOTIATIONS FILES	OFM	Until approval of negotiated agreement - Potential archival value - <b>See remarks</b>	Destroy when obsolete or superseded	GS50-04E-04	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch subject to any restrictions provided by collective bargaining contracts and agreements.
9.	CUMULATIVE LEAVE RECORD	OFM	3 years	Destroy when obsolete or superseded	GS50-04B-02	
10.	DEPARTMENT SHOOTING QUALIFICATION RECORDS	OFM	Obsolete or Superseded	Destroy when obsolete or superseded	L02-01-01	
11.	DRUG TEST RESULTS (AGENCY EMPLOYEES)	OPR	Termination of employment plus 6 years	Destroy when obsolete or superseded	GS50-04B-27	
12.	ELIGIBILITY LIST OR REGISTER List of individuals eligible to fill specific positions.	OFM	2 years	Destroy when obsolete or superseded	GS50-04A-04	
13.	EMPLOYEE & VOLUNTEER FINGERPRINT PROCESSING LIST Listings of newly hired employees fingerprinted for	OPR	6 years	Destroy when obsolete or superseded	GS50-04B-11	

Approved by the Local Records Committee August 2001

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**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

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Records Category: <b>PERSONNEL</b>					Schedule Number: <b>L02</b>	
SERIES NO.	RECORD SERIES TITLE and FUNCTION	OPR/ OFM	OFFICE or DIVISION LOCATION and <i>MINIMUM RETENTION PERIOD</i>		DISPOSTION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
	criminal background checks.					
14.	EMPLOYEE ASSISTANCE PROGRAM – SUPERVISOR REFERRAL DOCUMENTATION Documentation of referrals and completion of treatment by employees referred to the Employee Assistance Program by their supervisors to resolve work-related problems.	OPR	Termination of employment plus 6 years	Destroy when obsolete or superseded	GS50-04B-27	
15.	EMPLOYEE ASSISTANCE PROGRAM FILES Quarterly reports, contracts, RFPs.	OFM	4 years	Destroy when obsolete or superseded	GS50-04B-19	
16.	EMPLOYEE BENEFIT CONTRACTS/POLICIES/PLANS Includes insurance, deferred compensation, health care, etc. ESSENTIAL RECORD - Needs security backup - <b>See remarks.</b>	OPR	Until superseded or coverage lapses plus 6 years	Destroy when obsolete or superseded	GS50-04D-02	This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the location of other copies inside and outside the agency.
17.	EMPLOYEE BENEFIT PARTICIPATION / ENROLLMENT AGREEMENTS AND WITHDRAWALS ESSENTIAL RECORD - Needs security backup - <b>See remarks.</b>	OPR	Termination or withdrawal plus 6 years	Destroy when obsolete or superseded	GS50-04D-03	This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the location of other copies inside and outside the agency.
18.	EMPLOYEE CONTRACTS – FINAL Includes riders issued.	OPR	6 years	Destroy when obsolete or superseded	GS50-04B-12	
19.	EMPLOYEE CONTRACTS – SUPERSEDED Contracts superseded within fiscal year.	OFM	3 years	Destroy when obsolete or superseded	GS50-04B-13	

Approved by the Local Records Committee August 2001

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**GENERAL RETENTION SCHEDULE for  
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Records Category: <b>PERSONNEL</b>					Schedule Number: <b>L02</b>	
SERIES NO.	RECORD SERIES TITLE and FUNCTION	OPR/ OFM	OFFICE or DIVISION LOCATION and MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
20.	EMPLOYEE CORRECTIVE ACTION AND PROBATION DOCUMENTS	OPR	6 years after completion of probation or corrective action, or destroy according to the provisions of collective bargaining contracts and agreements	Destroy when obsolete or superseded	GS50-04B-15	
21.	EMPLOYEE DIRECTORY/ROSTER	OFM	Destroy when obsolete or superseded – Potential archival value – <b>See remarks</b>	Destroy when obsolete or superseded	GS50-04B-14	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
22.	EMPLOYEE HEALTH HISTORY FILES Documentation of physical examinations and tests, which verify that individual employees meet the physical condition requirements established in their terms of employment.	OPR	Termination of employment plus 6 years	Destroy when obsolete or superseded	GS50-04B-26	
23.	EMPLOYEE HISTORY This record may be kept as part of GS50-04B-06. May include all or some of the following: Details on employee application, start of employment, employment status, position description, job classification, evaluations, raises, criminal history and background checks, investigations, retirement or disability resulting in employment termination, and evaluation of applications of recognition of non-college credit courses. ESSENTIAL RECORD - Needs security backup - <b>See remarks.</b>	OFM	Termination plus 6 years – <b>See remarks</b>	Destroy when obsolete or superseded	GS50-04B-03	Retention may be subject to restrictions provided by collective bargaining contracts and agreements.  May be kept as a permanent record (if considered necessary) instead of keeping the entire file. This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the location of other copies inside and outside the agency.
24.	EMPLOYEE MEDICAL RECORDS	OFM	3 years or until	Destroy when	L02-01-02	

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Records Category: <b>PERSONNEL</b>					Schedule Number: <b>L02</b>	
SERIES NO.	RECORD SERIES TITLE and FUNCTION	OPR/ OFM	OFFICE or DIVISION LOCATION and MINIMUM RETENTION PERIOD		DISPOSTION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
	For administration of medical programs, employee history, and benefits records are kept separately as required by ADA.		retirement	obsolete or superseded		
25.	EMPLOYEE SUGGESTION PROGRAM FILES Original suggestion forms, evaluation forms, recommendation form, and correspondence to document and process employee suggestion files.	OFM	3 years after determination of suggestion	Destroy when obsolete or superseded	GS50-04B-20	
26.	EMPLOYEE TRAFFIC ACCIDENT REPORT FILE Employee involved accident reports.	OFM	Until retirement and/or 5 years following termination of employment	Destroy when obsolete or superseded	L02-01-03	
27.	EMPLOYEE TRAINING HISTORY FILE Files documenting the training history of individual employees who have participated in training and staff development programs. May include in-service and class registrations, confirmations, and documentation of training completed.	OPR	6 years after termination of employment	Destroy when obsolete or superseded	GS50-04G-01	
28.	EMPLOYEE TRAINING RECORDS FILE Records concerning the training of officers. File includes records documenting in-service training schools conducted to develop skills, knowledge, and abilities; field training observation reports; supervisory career assessment forms; certificates; firearms qualifications; and other related records maintained in accordance with standards and regulations.	OPR	Termination plus 6 years	Destroy when obsolete or superseded	L02-01-04	
29.	EMPLOYMENT INQUIRIES Applications filled out by persons requesting positions and test announcement information.	OFM	1 year	Destroy when obsolete or superseded	GS50-04A-05	
30.	EMPLOYMENT INTERVIEW EVALUATION FILES Includes test results.	OFM	3 years	Destroy when obsolete or superseded	GS50-04B-16	
31.	EMPLOYMENT REQUISITION/PERSONNEL ACTION REQUEST May contain position specifications, needs analysis, and authorization signatures.	OFM	3 years	Destroy when obsolete or superseded	GS50-04B-17	

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Records Category: <b>PERSONNEL</b>					Schedule Number: <b>L02</b>	
SERIES NO.	RECORD SERIES TITLE and FUNCTION	OPR/ OFM	OFFICE or DIVISION LOCATION and MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
32.	EQUAL EMPLOYMENT OPPORTUNITY COMPLAINTS AND CONCILIATIONS	OPR	Resolution plus 6 years - Potential archival value - <b>See remarks</b>	Destroy when obsolete or superseded	GS50-04C-04	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch subject to Equal Employment Opportunity rules and regulations.
33.	EQUAL EMPLOYMENT OPPORTUNITY REPORTS	OFM	5 years	Destroy when obsolete or superseded	GS50-04C-05	
34.	FIELD TRAINING MANUALS New Field Officers and Reserve Units Training Files.	OFM	Termination plus 3 years	Destroy when obsolete or superseded	L02-01-05	
35.	GRIEVANCES AND APPEALS – PERSONNEL – EMPLOYEE RELATIONS	OPR	Resolution plus 6 years	Destroy when obsolete or superseded	GS50-04E-03	
36.	HEPATITIS B VIRUS (HBV) AND HUMAN IMMUNODEFICIENCY VIRUS (HIV) EXPOSURE REPORTS AND WAIVERS ESSENTIAL RECORD - Needs security backup - <b>See remarks.</b>	OPR	Termination of employment plus 30 years	Destroy when obsolete or superseded	GS50-04B-04	Reference 29 CFR 1910.1020. This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the location of other copies inside and outside the agency.
37.	IDENTIFICATION BADGE RECORDS FOR CONTRACT AND TEMPORARY EMPLOYEES Photo ID badges and supporting paperwork to track badges issued to contract and temporary employees.	OFM	1 year	Destroy when obsolete or superseded	GS50-04B-21	
38.	JOB ANNOUNCEMENTS OR POSTINGS	OFM	3 years	Destroy when obsolete or superseded	GS50-04B-18	
39.	JOB DESCRIPTIONS Statement of qualifications, responsibilities, and duties of each position.	OPR	Destroy when obsolete or superseded plus 6 years	Destroy when obsolete or superseded	GS 50-04B-05	

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Records Category: <b>PERSONNEL</b>					Schedule Number: <b>L02</b>	
SERIES NO.	RECORD SERIES TITLE and FUNCTION	OPR/ OFM	OFFICE or DIVISION LOCATION and MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
40.	LISTING OF PARTICIPANTS COVERED BY AGENCY HEALTH INSURANCE PROVIDERS – EMPLOYEE BENEFITS Report submitted monthly to the agency by the provider.	OFM	3 years	Destroy when obsolete or superseded	GS50-04D-06	
41.	MONTHLY STATEMENT OF EMPLOYEE BENEFITS PAID	OPR	6 years	Destroy when obsolete or superseded	GS50-04D-04	
42.	PERSONNEL FILE May include application for employment when applicant is hired; identification, criminal background checks; oaths of officials elected and appointed; bonds of officials elected and appointed; evaluation reports on job performance; investigation reports; records of employment status, position description and job classification; citations; letters of recommendation; personal history cards. ESSENTIAL RECORD – Needs security backup – <b>See remarks</b> .	OFM	Termination plus 6 years- <b>See remarks</b>	Destroy when obsolete or superseded	GS50-04B-06	Retention may be subject to restrictions provided by collective bargaining contracts and agreements.  This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the location of other copies inside and outside the agency.
43.	POLYGRAPHS, POLOGRAPH REPORTS, VOICE STRESS ANALYZER REPORTS	OFM	3 years	Destroy when obsolete or superseded	L02-01-06	
44.	POSITION CLASSIFICATION STUDIES Details on specific role and position of each job title, duties, obligations, etc.	OFM	Destroy when obsolete or superseded plus 6 years	Destroy when obsolete or superseded	GS50-04B-07	
45.	POSITION DESCRIPTION HISTORY FILES	OPR	PERMANENT	Destroy when obsolete or superseded	GS50-04B-08	
46.	RECRUITMENT FILES Documents recruitment and selection process for each advertised position, including newspaper announcement, job description, working papers/notes, applicant list, interview questions and notes, selection documents, and employee applications.	OFM	2 years	Destroy when obsolete or superseded	GS50-04B-22	

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**GENERAL RETENTION SCHEDULE for  
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Records Category: <b>PERSONNEL</b>					Schedule Number: <b>L02</b>	
SERIES NO.	RECORD SERIES TITLE and FUNCTION	OPR/ OFM	OFFICE or DIVISION LOCATION and MINIMUM RETENTION PERIOD		DISPOSTION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
47.	REQUESTS FOR LEAVE/OVERTIME	OFM	3 years	Destroy when obsolete or superseded	GS50-04B-09	
48.	RESERVE OR AUXILLARY OFFICER FILES Personnel folders and renewal history for past and current commission and authority holders.	OFM	Termination of employment plus 6 years	Destroy when obsolete or superseded	L02-01-07	
49.	SUPERVISOR'S EMPLOYEE PERFORMANCE BACKGROUND FILE	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-04B-28	
50.	SWAT TRAINING ACTIVITIES	OPR	Termination of employment plus 6 years	Destroy when obsolete or superseded	L02-01-08	
51.	TEMPORARY AGENCY WORKER ACCOUNTS Tracks temporary agency workers hired using original request forms moved to individual departments.	OFM	Termination of employment plus 6 years	Destroy when obsolete or superseded	GS50-04B-23	
52.	TRAINING AVAILABILITY ANNOUNCEMENTS / NOTICES	ORM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-04G-03	
53.	TRAINING/CLASS COMPLETION REPORT Listings of employees and the classes or training exercises that have been completed. Produced on a periodic basis.	OFM	3 years	Destroy when obsolete or superseded	GS50-04G-02	
54.	TUBERCULOSIS EXPOSURE REPORTS AND WAIVERS	OPR	Termination plus 6 years	Destroy when obsolete or superseded	L02-01-09	
55.	UNEMPLOYMENT INSURANCE CLAIMS OF INDIVIDUAL EMPLOYEES	OPR	6 years	Destroy when obsolete or superseded	GS50-04D-05	
56.	UNION ARBITRATION FILES Case histories of disputes between agency and union settled through arbitration.	OPR	6 years	Destroy when obsolete or superseded	GS50-04E-06	
57.	UNION ORGANIZATION LISTS	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-04E-05	
58.	VOLUNTEER APPLICATIONS	OPR	Termination of volunteer	Destroy when obsolete or	GS50-04B-24	

Approved by the Local Records Committee August 2001

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**GENERAL RETENTION SCHEDULE for  
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Records Category: <b>PERSONNEL</b>					Schedule Number: <b>L02</b>	
SERIES NO.	RECORD SERIES TITLE and FUNCTION	OPR/ OFM	OFFICE or DIVISION LOCATION and <i>MINIMUM RETENTION PERIOD</i>		DISPOSTION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
			employment plus 6 years	superseded		
59.	VOLUNTEER FILES Document work history of individual volunteers as well as the agency's fulfillment of its responsibilities for each volunteer. <b>ESSENTIAL RECORD</b> - Needs security backup - <b>See remarks.</b>	OPR	Termination of volunteer employment plus 6 years	Destroy when obsolete or superseded	GS50-04B-10	This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the location of other copies inside and outside the agency.
60.	WHISTLEBLOWER INVESTIGATION REPORTS Agency copies of investigations of allegations of fraud or violations of state laws or regulations.	OPR	Case closed plus 6 years	Destroy when obsolete or superseded	GS50-04B-25	

## GENERAL RETENTION SCHEDULE for LAW ENFORCEMENT AGENCIES

**Schedule Number: L03** includes previous Law Enforcement's Administrative Records L01 and extractions from LOCAL GOVERNMENT RECORD RETENTION SCHEDULES manual's Administrative Records Common to all Agency Work Units.


### Records Category: **ADMINISTRATIVE/OPERATIONAL RECORDS**

- ADMINISTRATIVE records include records from the executive level of the agency. Includes records that document the policies, procedures and administration of the agency. Most of the records created at this level are considered to be "archival" and must be transferred to the State Archives after the official retention period has been satisfied.
- OPERATIONAL may include business licenses, permits, taxes and general records created in the process, planning and carrying out the routine administrative tasks of an agency or office. Includes routine correspondence, subject files, tracking and control records, and transitory records.
- L03 applies to administrative and general operational records in paper, electronic and other formats, i.e. the following retention periods pertain to the primary copy of a record regardless of media. Retention periods for secondary copies that are produced for informational purposes only may be discarded when no longer needed unless otherwise specified.

When using this general retention schedule, records officers/coordinators should determine whether they are dealing with a primary or secondary copy the record series. General schedules are written in general titles and functions rather than identify specific individual documents or forms. Those records whose content and function are substantially the same as an item described on the schedule should be considered covered by that item. No one agency will have all of the record series listed in this general schedule. The listing of a record series does not mean that the agency must create such records.

### **L03 Administrative/Operational Records—Inclusive**

**Approved by the Washington State Local Government Records Committee: August 2001**



**Brian Buchholz**  
For the Attorney General



**George Geyer**  
For the State Auditor



**Steve Excell**  
For the State Archivist



**GENERAL RETENTION SCHEDULE for  
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Records Category: <b>ADMINISTRATIVE/OPERATIONAL RECORDS</b>					Schedule Number: <b>L03</b>	
SERIES NO.	RECORD SERIES TITLE and FUNCTION	OPR/ OFM	OFFICE or DIVISION LOCATION and <i>MINIMUM RETENTION PERIOD</i>		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
1.	ABATEMENT AND PROPERTY SEIZURE FILES Operation files concerning seizure and forfeiture of personal and real property under state and federal law.	OPR	6 years	Destroy when obsolete or superseded	L03-01-01	
2.	ACCREDITATION FILE Records accumulated to prove compliance with those standards outlined by professional law enforcement agencies accreditation programs.	OFM	1 year after re-accreditation	Destroy when obsolete or superseded	L03-01-02	
3.	ACTIVITY AND STATISTICAL REPORTS Narrative and/or statistical activity reports prepared by shift supervisors, unit heads, or other public safety personnel on daily or other periodic activities, except reports of the types described included in other records groups in this schedule	OFM	1 year	Destroy when obsolete or superseded	L03-01-03	
4.	ADMINISTRATIVE PROCEDURES AND INSTRUCTIONS	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-01-01	

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Records Category: <b>ADMINISTRATIVE/OPERATIONAL RECORDS</b>					Schedule Number: <b>L03</b>	
SERIES NO.	RECORD SERIES TITLE and FUNCTION	OPR/ OFM	OFFICE or DIVISION LOCATION and MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
5.	ADMINISTRATIVE REVIEW FILES Including but not limited to firearm review, felony pursuit, firearm discharge, or traffic accidents when officers are involved.	OFM	5 years or PERMANENT – <b>See remarks</b>	Destroy when obsolete or superseded	L03-01-05	Files meeting the following criteria should be kept permanently: <ul style="list-style-type: none"> <li>▪ Significant change/modification of agency training/equipment</li> <li>▪ A serious injury or fatality to any person</li> <li>▪ Litigation</li> <li>▪ Any situation that creates extreme public notoriety/concern within the community</li> </ul>
6.	ADMINISTRATIVE WORKING FILES Subject files containing informational copies of various records series organized by issue, person, subject, or other areas of interest.	OFM	Destroy when obsolete or superseded - elected official, executive and department head files are potentially archival - <b>See remarks</b>	Destroy when obsolete or superseded	GS50-01-02	Please contact your Regional Archivist before disposing of elected official, executive, or department head files. Records from this series may be selected for transfer to and preservation at a Regional Archives branch.
7.	APPOINTMENT CALENDARS	OFM	Destroy when obsolete or superseded – <b>See remarks</b>	Destroy when obsolete or superseded	GS50-01-36	Elected officials and department heads may want to retain appointment calendars to document activities and appointments for a longer period of time.
8.	AUCTION REPORTS	OPR	6 years	Destroy when obsolete or superseded	L03-01-08	
9.	CENSUS RECORDS FROM THE STATE OFFICE OF FINANCIAL MANAGEMENT	OFM	The State Office of Financial Management keeps primary copy PERMANENT	Destroy when obsolete or superseded - Potential archival value - <b>See</b>	GS50-01-37	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected for transfer to and preservation at a Regional

Approved by the Local Records Committee August 2001  
**L03 ADMINISTRATIVE/OPERATIONAL RECORDS**

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SERIES NO.	RECORD SERIES TITLE and FUNCTION	OPR/ OFM	OFFICE or DIVISION LOCATION and MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
				<i>remarks</i>		Archives branch.
10.	CHRONOLOGICAL REFERENCE FILE Also known as reading or day file. Used as a chronological reference source supplemental to correspondence and subject reference files.	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-01-08	
11.	CITATION/TICKET ACCOUNTABILITY FILES Record of tickets assigned to officers.	OFM	Completion of State Audit or 3 years	Destroy when obsolete or superseded	L03-01-11	
12.	CITATION/TICKET VOIDED FILES Tickets which have been voided due to wrong cites, water damage etc.	OFM	Completion of State Audit or 3 years	Destroy when obsolete or superseded	L03-01-12	
13.	CITIZENS' COMPLAINTS/REQUESTS	OFM	3 years	Destroy when obsolete or superseded	GS50-01-09	
14.	CLAIMS FOR DAMAGES	OPR	Settlement plus 6 years	Destroy when obsolete or superseded	GS50-01-10	
15.	COMPLIANCE REPORTS Regarding office administrative review	OPR	PERM	Destroy when obsolete or superseded	L03-01-15	
16.	CONTRACTS, AGREEMENTS, AND WARRANTIES	OPR	Termination plus 6 years	Destroy when obsolete or superseded	GS50-01-11	
17.	CORRESPONDENCE Letters and attached materials sent and received during the course of agency business.	OFM	2 years - elected official, executive, and department head files are potentially archival - <b>See remarks</b>	Destroy when obsolete or superseded	GS50-01-12	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected for transfer to and preservation at a Regional Archives branch.
18.	DAILY BULLETINS FILES Records produced and used to update officers on information concerning stolen vehicles, missing persons, new warrants, wanted persons, specific complaints or incidents, etc.	OFM	Until obsolete or superceded	Destroy when obsolete or superseded	L03-01-18	

**GENERAL RETENTION SCHEDULE for  
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Records Category: <b>ADMINISTRATIVE/OPERATIONAL RECORDS</b>					Schedule Number: <b>L03</b>	
SERIES NO.	RECORD SERIES TITLE and FUNCTION	OPR/ OFM	OFFICE or DIVISION LOCATION and MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
19.	DUTY ROSTERS Consists of the assignment of work days, work hours, jobs, tasks, patrols or other duties to Law Enforcement employees	OFM	Current year plus 1 year	Destroy when obsolete or superseded	L03-01-19	
20.	FISCAL, PURCHASE AND RECEIVING DOCUMENTS	OFM	Finance or Purchasing Office keeps primary copies 6 years	Destroy when obsolete or superseded	GS50-01-17	
21.	FORMAL INTERNAL DEPARTMENT INSPECTION REPORT	OFM	PERMANENT - Potential archival value - <b>See remarks</b>	Destroy when obsolete or superseded	L03-01-21	Contact your Regional Archivist before disposing of this record.
22.	HISTORICAL REFERENCES FILES Written histories of Department or Department hits	OFM	PERMANENT - Potential archival value - <b>See remarks</b>	Destroy when obsolete or superseded	L03-01-22	Contact your Regional Archivist before disposing of this record.
23.	INTERNAL INVESTIGATIONS (SUSTAINED) Includes investigative reports, statements, taped information, corrective action, & line referral cases.	OFM	3 years (summary to personnel record)	Destroy when obsolete or superseded	L03-01-23	
24.	INTERNAL INVESTIGATIONS (UNFOUNDED)	OFM	Destroy upon conclusion or retain as required if information is related to pending or expected legal action – <b>See remarks</b>	Destroy when obsolete or superseded	L03-01-24	Reference RCW 41.06.450
25.	MAILING LISTS	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-01-21	
26.	MINUTES AND FILES OF GENERAL OFFICE MEETINGS Minutes, agendas and meeting files from agency staff meetings, internal committees, task force committees, and other internal agency meeting which meet to coordinate activities, work out problems, serve as sounding boards, or vehicles for communication.	OFM	2 years	Destroy when obsolete or superseded	L03-01-26	

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Records Category: <b>ADMINISTRATIVE/OPERATIONAL RECORDS</b>					Schedule Number: <b>L03</b>	
SERIES NO.	RECORD SERIES TITLE and FUNCTION	OPR/ OFM	OFFICE or DIVISION LOCATION and MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
27.	MONTHLY, BIMONTHLY, QUARTERLY, OR SEMI-ANNUAL MI-ANNUAL REPORTS (NON- UCR) Agency relevant.	OFM	Current year plus 1 year	Destroy when obsolete or superseded	L03-01-27	
28.	MUTUAL AID AGREEMENTS Permission granted for officers to work with various agencies and vice versa.	OFM	Until obsolete or superceded	Destroy when obsolete or superseded	L03-01-28	
29.	NON-ISSUE WEAPONS FILE Records of sworn employees authorization to carry non-issued weapons.	OFM	Termination of Employee	Destroy when obsolete or superseded	L03-01-29	
30.	OFF-DUTY WEAPONS FILE Records of off-duty sworn employees that carry off-duty weapons.	OFM	Termination or Retirement of Employee	Destroy when obsolete or superseded	L03-01-30	
31.	OFFICER DAILY ACTIVITY LOGS/RECORDS Records and reports of activities of individual officers on each shift or special detail worked. Includes information on all criminal activity occurring: Including complaints and arrests, traffic violations, accidents, rescue service calls, hours worked, miles traveled, locations, reason for stopping for each action, type of call time and time of call, etc.	OFM	Current plus 1 year	Destroy when obsolete or superseded	L03-01-31	
32.	OFFICER SAFETY Supporting documentation on an individual proved to be a safety issue against Law Enforcement.	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	L03-01-32	
33.	OFFICIAL AGENCY POLICY AND PROCEDURE DIRECTIVES, REGULATIONS, AND RULES ESSENTIAL RECORD - Needs security microfilm backup - See remarks. (See also GS50-01-01).  <i>Note: This may include Special Orders (Directives) issued by chief of Police or Sheriff. Includes the adoption or revision of policy and established procedure on department bureau, division, section or individual level issues.</i>	OPR	PERMANENT as adopted - One copy archival - <b>See remarks</b>	Destroy when obsolete or superseded	GS50-01-24	Please contact your Regional Archivist before destroying the original record. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup. Security microfilm must meet Washington State Archives technical standards.

**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

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Records Category: <b>ADMINISTRATIVE/OPERATIONAL RECORDS</b>					Schedule Number: <b>L03</b>	
SERIES NO.	RECORD SERIES TITLE and FUNCTION	OPR/ OFM	OFFICE or DIVISION LOCATION and MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
34.	ORDINANCE AND RESOLUTION DEVELOPMENT FILES Documentation of the analysis and development of ordinances and/or resolutions submitted for the approval of the agency's governing council, commission or board.	OFM	3 years - Potential archival value - <b>See remarks</b>	Destroy when obsolete or superseded	GS50-01-25	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected for transfer to and preservation at a Regional Archives branch.
35.	POLICE RANGE ADMINISTRATION FILE Correspondence, supplies and purchase orders for range administration.	OFM	3 years	Destroy when obsolete or superseded	L03-01-35	
36.	PUBLIC OPINION POLLS	OFM	Destroy when obsolete or superseded - Potential archival value - <b>See remarks</b>	Destroy when obsolete or superseded	GS50-01-30	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected for transfer to and preservation at a Regional Archives branch.
37.	RESEARCH/PROGRAM REPORTS, STUDIES, SURVEYS, MODELS, AND ANALYSIS	OFM	Destroy when obsolete or superseded - Potential archival value - <b>See remarks</b>	Destroy when obsolete or superseded	GS50-01-32	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected for transfer to and preservation at a Regional Archives branch.
38.	RIDE-ALONG PROGRAM FILE File consists of citizens' applications to participate, waivers of liability, and other related records.	OFM	3 years if no litigation, claim, audit, or other official action involving the records has been initiated. Destroy after completion of action or resolution of issues involved.	Destroy when obsolete or superseded	L03-01-38	
39.	ROLL CALL FILES Documents officer attendance at meetings, briefings, inspections and other law enforcement activities.	OFM	1 year	Destroy when obsolete or superseded	L03-01-39	
40.	SPECIAL ASSIGNMENT PLANS SWAT operations or tactical operations, orders for	OFM	Current plus 2 years	Destroy when obsolete or	L03-01-40	

Approved by the Local Records Committee August 2001  
**L03 ADMINISTRATIVE/OPERATIONAL RECORDS**

**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

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Records Category: <b>ADMINISTRATIVE/OPERATIONAL RECORDS</b>					Schedule Number: <b>L03</b>	
SERIES NO.	RECORD SERIES TITLE and FUNCTION	OPR/ OFM	OFFICE or DIVISION LOCATION and MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
	callouts, high-risk search warrants, and dignitary protection.			superseded		
41.	SPECIAL SECURITY FILE Information pertaining to dignitaries, witnesses plans, etc.	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	L03-01-41	
42.	STATION/PRECINCT REPORTS Chronological logs or registers of activities, usually kept at station, unit level, of daily activities such as briefings, visitors, drills, inspections, except for records of similar types noted elsewhere in the general schedule.	OFM	Until obsolete or superseded	Until obsolete or superseded	L03-01-42	
43.	TAXICAB INSPECTION & LICENSING FILES Documents the inspection and licensing of taxicabs.	OPR	6 years	Destroy when obsolete or superseded	L03-01-43	
44.	TELEPHONE LOGS AND USAGE DETAIL REPORTS	OFM	3 years	Destroy when obsolete or superseded	GS50-01-35	
45.	TRAFFIC MANAGEMENT AND CONTROL RECORDS Documents the plans, investigations and resolution of traffic control problems.	OFM	Retain 60 days, then reuse or destroy. If pertaining to case files, retain until case resolved	Destroy when obsolete or superseded	L03-01-45	
46.	UCR/WIBR STATISTICS, SUPPLEMENTAL ANNUAL REPORTS Includes crime, arrests, domestic violence, hate/bias statistics and supplemental reports. <i>(Copies of reports submitted to WASPC.)</i>	OFM	Permanent	Destroy when obsolete or superseded	L03-01-46	
47.	UCR/WIBR STATISTICS, SUPPLEMENTAL MONTHLY REPORTS (originals submitted to WASPC)	OFM	Obsolete or Superseded	Destroy when obsolete or superseded	L03-01-47	
48.	VICTIM ADVOCACY Case and resource files.	OFM	5 years or until judicial termination	Destroy when obsolete or superseded	L03-01-48	
49.	WEAPONS APPLICATION FILE Copies of application for special weapons	OFM	Current plus 3 years	Destroy when obsolete or superseded	L03-01-49	

Approved by the Local Records Committee August 2001  
**L03 ADMINISTRATIVE/OPERATIONAL RECORDS**

## GENERAL RETENTION SCHEDULE for LAW ENFORCEMENT AGENCIES

**Schedule Number: L04** includes previous Law Enforcement's BAC VERIFIER Certification Logs L05H

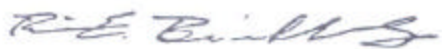
### Records Category: **CERTIFICATION LOGS**

- Records include certification logs and calibration records.
- L04** applies to Certification Logs in paper, electronic and other formats, i.e. the following retention periods pertain to the primary copy of a record regardless of media. Retention periods for secondary copies that are produced for informational purposes only may be discarded when no longer needed unless otherwise specified.

When using this general retention schedule, records officers/coordinators should determine whether they are dealing with a primary or secondary copy the record series. General schedules are written in general titles and functions rather than identify specific individual documents or forms. Those records whose content and function are substantially the same as an item described on the schedule should be considered covered by that item. No one agency will have all of the record series listed in this general schedule. The listing of a record series does not mean that the agency must create such records.

### **L04 CERTIFICATION LOGS—Inclusive**

**Approved by the Washington State Local Government Records Committee:**



**Brian Buchholz**  
For the Attorney General



**George Geyer**  
For the State Auditor



**Steve Excell**  
For the State Archivist



**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

Records Category: <b>CERTIFICATION LOGS</b>					Schedule Number: <b>L04</b>	
SERIES NO.	RECORD SERIES TITLE and FUNCTION	OPR/ OFM	OFFICE or DIVISION LOCATION and <i>MINIMUM RETENTION PERIOD</i>		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
1.	CERTIFICATION LOGS Bac-Verifier	OFM	Current year plus 1 year	Destroy when obsolete or superseded	L04-01-01	
2.	CERTIFICATION OF TIMING DEVICES Quality control and testing records for speed timing devices such as radar and laser.	OFM	1 year after device no longer in use	Destroy when superseded or obsolete	L04-01-01	

## GENERAL RETENTION SCHEDULE for LAW ENFORCEMENT AGENCIES

**Schedule Number: L05** includes previous Law Enforcement's Civil Records L02 and those activities related to municipal actions conducted by Law Enforcement agencies.

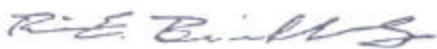
### Records Category: CIVIL RECORDS

- Records include those activities related to municipal actions conducted by Law Enforcement agencies such as serving of legal papers, day tickets, copies of writs, sale orders & certificates, dockets and subpoenas, etc.
- L05** applies to civil records in paper, electronic and other formats, i.e. the following retention periods pertain to the primary copy of a record regardless of media. Retention periods for secondary copies that are produced for informational purposes only may be discarded when no longer needed unless otherwise specified.

When using this general retention schedule, records officers/coordinators should determine whether they are dealing with a primary or secondary copy the record series. General schedules are written in general titles and functions rather than identify specific individual documents or forms. Those records whose content and function are substantially the same as an item described on the schedule should be considered covered by that item. No one agency will have all of the record series listed in this general schedule. The listing of a record series does not mean that the agency must create such records.

### L05 CIVIL RECORDS—Inclusive

Approved by the Washington State Local Government Records Committee: August 2001



Brian Buchholz  
For the Attorney General



George Geyer  
For the State Auditor



Steve Excell  
For the State Archivist

**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

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Records Category: <b>CIVIL RECORDS</b>					Schedule Number: <b>L05</b>	
SERIES NO.	RECORD SERIES TITLE and FUNCTION	OPR/ OFM	OFFICE or DIVISION LOCATION and MINIMUM RETENTION PERIOD		DISPOSTION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
1.	INDEMNITY BONDS May be requested when dealing with commercial property or foreclosure. (NOTE: depending on how your agency files or internal policy/procedures EXECUTIONS below may apply)	OPR	Issuance plus 6 years	Destroy when obsolete or superseded	L05-01-01	Reference RCW 59.12
2.	WRITS Issued from a court or other legally authorized agencies or individuals to be executed, posted, or published by a officer, including any attached proofs of service; execution; sale; or publication, and, if required by the type of process, any indemnity bonds it directs the sheriff to restore specific premises to a plaintiff. This is the end result of an unlawful detainer action brought by a landlord against a tenant, or a landowner against a person unlawfully on his property. (NOTE: depending on how your agency files or internal policy/procedures DAY TICKETS or EXECUTIONS below may best apply)	OPR	<b>See remarks</b>	Issuance plus 6 years	L05-01-02	Court has responsibility for primary copy  References: Residential Landlord-Tenant Act RCW 59.18, Unlawful Detained RCW 59.12, or Mobile Home Parks RCW 59.20 and RCW 59.18.
3.	COURT ORDERS – DOMESTIC VIOLENCE SERVICE PAPERS Including protection orders, restraining orders, anti-harassment orders & others (see RETURN OF SERVICE below)	OFM	<b>See remarks</b>	Until expired plus 1 years	L05-01-03	Court has responsibility for primary copy
4.	DAY TICKETS (EXECUTION/REGISTRY DOCKETS) Includes law enforcement paperwork with a case such as writ copies, DV info sheets, cover letter, case notes, original service slips	OPR	6 years after last entry	Destroy when obsolete or superseded	L05-01-04	
5.	ORDER OF SALE AND CERTIFICATES Court order for Sheriff for the sale of real property.	OPR	Issuance plus 6 years	Destroy when obsolete or superseded	L05-01-05	

Approved by the Local Records Committee August 2001  
L05 CIVIL RECORDS

**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

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Records Category: <b>CIVIL RECORDS</b>					Schedule Number: <b>L05</b>	
SERIES NO.	RECORD SERIES TITLE and FUNCTION	OPR/ OFM	OFFICE or DIVISION LOCATION and <i>MINIMUM RETENTION PERIOD</i>		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
6.	RETURN OF SERVICE Confirmation to the court that a legal process has been served (See Warrants/Court Orders section)	OFM	Keep until original served, cancelled or recalled. When served – County Clerk or Individual Court becomes responsible for the primary copy	Retain until served, cancelled, or recalled	L05-01-06	
7.	EXECUTIONS Includes law enforcements copies of all court documents to include: Writs , Sale/Certificates/Deeds, Service slips original, case notes, Indemnity Bonds - original, Returns to court. (NOTE: depending on how your agency files or internal policy/procedures Writs may apply.)	OPR	6 years after last entry	Destroy when obsolete or superseded	L05-01-07	Reference: RCW 6.13; 6.15, 6.17, 6.21, and 6.23

## GENERAL RETENTION SCHEDULE for LAW ENFORCEMENT AGENCIES

**Schedule Number: L06** includes previous Law Enforcement's - Communications L03.

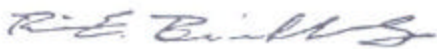
### Records Category: COMMUNICATIONS

- COMMUNICATIONS documents emergency call receipt and/or equipment dispatch records. Includes those activities related to computer aided dispatch (CAD), 911 phone conversations, and public safety communications, communication logs between caller and receiving unit or between dispatch unit and mobile unit or field personnel.
- **L06** applies to communication records in paper, electronic and other formats, i.e. the following retention periods pertain to the primary copy of a record regardless of media. Retention periods for secondary copies that are produced for informational purposes only may be discarded when no longer needed unless otherwise specified.

When using this general retention schedule, records officers/coordinators should determine whether they are dealing with a primary or secondary copy the record series. General schedules are written in general titles and functions rather than identify specific individual documents or forms. Those records whose content and function are substantially the same as an item described on the schedule should be considered covered by that item. No one agency will have all of the record series listed in this general schedule. The listing of a record series does not mean that the agency must create such records.

### L06 COMMUNICATIONS—Inclusive

Approved by the Washington State Local Government Records Committee: August 2001



Brian Buchholz  
For the Attorney General



George Geyer  
For the State Auditor



Steve Excell  
For the State Archivist

**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

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Records Category: <b>COMMUNICATIONS</b>					Schedule Number: <b>L06</b>	
SERIES NO.	RECORD SERIES TITLE and FUNCTION	OPR/ OFM	OFFICE or DIVISION LOCATION and MINIMUM RETENTION PERIOD		DISPOSTION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
1.	AMBULANCE LOGS Consist of a record of ambulances dispatched at police requests through a central communications facility. Information may include date/time called, location of call, zone, ambulance called and responding, special remarks, call cancelled and reason and offense number.	OFM	Until Obsolete or superseded	Destroy when obsolete or superseded	L06-01-01	
2.	911/COMPUTER-AIDED DISPATCH (CAD)) Data on each call received and equipment dispatch or other resulting action taken.	OFM	3 years	Destroy when obsolete or superseded	L06-01-02	
3.	ALL RADIO TRANSMISSIONS	OFM	90 days	Destroy when obsolete or superseded	L06-01-03	Reference RCW 9.73
4.	INVESTIGATORIAL TAPES OF CONVERSATIONS Statement of victim suspects witnesses, etc.	OFM	Until transcribed verbatim, witnessed and verified by questioner, signed by subject person, plus 90 days	Destroy when obsolete or superseded	L06-01-04	Transcribed copies are retained for the life of the Incident Report (see Incident reports section)
5.	EVENT/ACTIVITY REPORTS	OFM	1 year	Destroy when obsolete or superseded	L06-01-05	
6.	MANUAL REFERENCE FILES Any manually accessed file used when the automated dispatch files are inoperative.	OFM	1 year	Destroy when obsolete or superseded	L06-01-06	
7.	RADIO LOGS/CALL DOCUMENTATION	OFM	60 days	Destroy when obsolete or superseded	L06-01-07	
8.	RECURRENT CALLER FILE Record of persons who make emergency calls on an unusually frequent basis.	OFM	3 years	Destroy when obsolete or superseded	L06-01-08	
9.	TELETYPES - AGENCY ANSWERED	OFM	1 year	Destroy when obsolete or superseded	L06-01-09	

Approved by the Local Records Committee August 2001  
L06 COMMUNICATIONS

**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

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Records Category: <b>COMMUNICATIONS</b>					Schedule Number: <b>L06</b>	
SERIES NO.	RECORD SERIES TITLE and FUNCTION	OPR/ OFM	OFFICE or DIVISION LOCATION and <i>MINIMUM RETENTION PERIOD</i>		DISPOSTION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
10.	TELETYPES - AGENCY INITIATED	OFM	1 year	Destroy when obsolete or superseded	L06-01-10	
11.	AUTOMATED REFERENCE FILES Tape recordings of communications of automated dispatch files relating to calls for police services	OFM	90 days		L06-01-11	
12.	AUTOMATIC LOCATION INFORMATION (ANI) AND AUTOMATIC NUMBER INFORMATION (ALI) OR MASTER STREET ADDRESS GUIDE (MSAG) AND RELATED RECORDS	OFM	Retain as a perpetual data file, and for 1 year after replaced by a superseding MSAG data file	Destroy when used in dispatch is obsolete or superseded	L06-01-12	
13.	GEOGRAPHIC INFORMATION SYSTEM (GIS) RECORDS USED IN EMERGENCY DISPATCH	OFM	Maintained as perpetual data file, and for 1 year after superseded	Destroy when used in dispatch is obsolete or superseded	L06-01-13	

## GENERAL RETENTION SCHEDULE for LAW ENFORCEMENT AGENCIES

**Schedule Number: L07** includes previous Law Enforcement's - Criminal History Files L04B

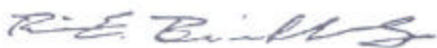
### Records Category: CRIMINAL HISTORY

- CRIMINAL HISTORY includes those activities related to administering criminal history of persons arrested by the Law Enforcement agencies. Records include alias name/moniker files, audit trail files, career criminal program files, criminal citations, docket/arrest files, National Crime Information Center Inquire logs, etc.
- **L07** applies to criminal history records in paper, electronic and other formats, i.e. the following retention periods pertain to the primary copy of a record regardless of media. Retention periods for secondary copies that are produced for informational purposes only may be discarded when no longer needed unless otherwise specified.

When using this general retention schedule, records officers/coordinators should determine whether they are dealing with a primary or secondary copy of the record series. General schedules are written in general titles and functions rather than identify specific individual documents or forms. Those records whose content and function are substantially the same as an item described on the schedule should be considered covered by that item. No one agency will have all of the record series listed in this general schedule. The listing of a record series does not mean that the agency must create such records.

### L07 CRIMINAL HISTORY—Inclusive

Approved by the Washington State Local Government Records Committee: July 2001





**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

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**Brian Buchholz  
For the Attorney General**

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**George Geyer  
For the State Auditor**

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**Steve Excell  
For the State Archivist**

**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

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Records Category: <b>CRIMINAL HISTORY</b>					Schedule Number: <b>L07</b>	
SERIES NO.	RECORD SERIES TITLE and FUNCTION	OPR/ OFM	OFFICE or DIVISION LOCATION and MINIMUM RETENTION PERIOD		DISPOSTION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
1.	ALIAS NAME/MONIKER FILES	OFM	-See remarks-	Destroy when obsolete or superseded	L07-01-01	Reference CHRI Supplement – page 186 Appendix A
2.	AUDIT TRAIL FILES To ensure disposition reports have been received and added to the criminal offender record information.	OFM	Completion of audit plus 1 year- <b>See remarks</b>	Destroy when obsolete or superseded	L07-01-02	Reference CHRI Supplement – page 186 Appendix A RCW 10.97 RCW 10.98.100
3.	CAREER CRIMINAL PROGRAM FILES	OFM	Current year plus 6 years	Destroy when obsolete or superseded	L07-01-03	Reference CHRI Supplement – page 186 Appendix A
4.	CRIME ANALYSIS FILES Records used to anticipate, prevent, or monitor possible criminal activity. File may include crime reports, photographs, complaints, copies of citations, criminal profile information, and interoffice memoranda generated or accumulated in connection with investigations or directed patrols..	OFM	Current year plus 1 year	Destroy when obsolete or superseded	L07-01-04	
5.	CRIMINAL HISTORY INFORMATION Documentation of criminal history record information on persons arrested by agency. Includes Rap Sheets, Master Name/Alias Files, Mug/Fingerprint files.	OFM	Purge when defender is 80 and/or 20 years from date of discharge, whichever is longer	Destroy when obsolete or superseded	L07-01-05	Reference CHRI Supplement – page 186 Appendix A RCW 10.97 & RCW 10.98 <i>Note: The Criminal Records Privacy Act RCW 10.97 protects these records from public view</i>
6.	CRIMINAL OR NON CRIMINAL CITATIONS ISSUED	OPR	3 years or until completion of State Audit	Destroy when obsolete or superseded	L07-01-06	Reference RCW 46.64.010
7.	DISSEMINATION LOGS Law Enforcement Reports, logs, and other records pertinent to documenting the dissemination of criminal histories and other information to law enforcement or other agencies through crime information networks or by other methods and similar records documenting inquiries for and the receipt of information.	OFM	1 year	Destroy when obsolete or superseded	L07-01-07	
8.	DOCKET FILE OR PROCESS LOGS (ARREST BOOK) Logs, dockets, or lists of civil and criminal process received and served by a law enforcement agency..	OFM	3 years or if in bound volume, 3years after last entry .	Destroy when obsolete or superseded	L07-01-08	

**Approved by the Local Records Committee August 2001  
L07 CRIMINAL HISTORY**

**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

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Records Category: <b>CRIMINAL HISTORY</b>					Schedule Number: <b>L07</b>	
SERIES NO.	RECORD SERIES TITLE and FUNCTION	OPR/ OFM	OFFICE or DIVISION LOCATION and <i>MINIMUM RETENTION PERIOD</i>		DISPOSTION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
9.	JUVENILE RECORD INFORMATION FILES A. Arrest B. Non-Arrest see Incidents General Schedule category	OFM	Juvenile Court holds primary copy	18 years of age and/or 23 years of age for Class A felony	L07-01-09	Reference RCW 13.50.100
10.	JUVENILE SEALED RECORDS/COURT ORDERS	OFM	23 years of age	Destroy when obsolete or superseded	L07-01-10	Reference RCW 13.50
11.	NATIONAL CRIME INFORMATION CENTER (NCIC) III (CHRI) INQUIRE LOG	OFM	1 year	Destroy when obsolete or superseded	L07-01-11	Reference RCW 10.97 Federal Regulation Title 28 and WASIS/NCIC contractual.
12.	RESTRICTIVE AREA ORDERS (SODA & SOAP) Special court orders issued as condition of probation prohibiting defendant to stay out fo certain areas known for narcotics or prostitution or other particular criminal activity.	OFM	Until date of expiration or recalled by the court	Destroy when obsolete or superseded	L07-01-12	

Approved by the Local Records Committee August 2001  
L07 CRIMINAL HISTORY

## GENERAL RETENTION SCHEDULE for LAW ENFORCEMENT AGENCIES

**Schedule Number: L08** New section that includes extractions from LOCAL GOVERNMENT RECORD RETENTION SCHEDULES Electronic Information – Data and Input Documentation, E-mail policy, and System Documentation.

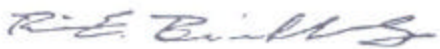
### Records Category: ELECTRONIC RECORDS/INFORMATION SERVICES

- Includes those activities related to Information Services, reporting and general data input documenting Law Enforcement agencies computer services, computer system management, and computer network management, data and input documentation (e-mail systems) and our policy on managing e-mail messages.
- **L08** applies to Information Services and Reporting in paper, electronic and other formats, i.e. the following retention periods pertain to the primary copy of a record regardless of media. Retention periods for secondary copies that are produced for informational purposes only may be discarded when no longer needed unless otherwise specified.

When using this general retention schedule, records officers/coordinators should determine whether they are dealing with a primary or secondary copy the record series. General schedules are written in general titles and functions rather than identify specific individual documents or forms. Those records whose content and function are substantially the same as an item described on the schedule should be considered covered by that item. No one agency will have all of the record series listed in this general schedule. The listing of a record series does not mean that the agency must create such records.

### L08 ELECTRONIC AND INFORMATION SYSTEMS—Inclusive

Approved by the Washington State Local Government Records Committee: July 2001



Brian Buchholz  
For the Attorney General



George Geyer  
For the State Auditor



Steve Excell  
For the State Archivist

**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

**ELECTRONIC MAIL**

Electronic mail (E-mail) is primarily a communication system. Individual E-mail messages may be public records with legally mandated retention requirements, or may be information with no retention value. E-mail messages are public records when they are created or received in the transaction of public business and retained as evidence of official policies, actions, decisions or transactions. Such messages must be identified, filed and retained just like records in other formats.

Currently few E-mail systems are designed to categorize and retain information. E-mail messages with public record content should be retained in E-mail format only as long as they are being worked on or distributed. Upon completion, E-mail messages containing public record information should be printed out or transferred to an electronic document management system, filed with the appropriate record series, and retained for the minimum retention period assigned by the Local Government General Records Retention Schedule or a records retention schedule approved specifically for the agency by the Local Records Committee.

**E-mail messages which are usually public records and must meet records retention requirements before being destroyed:**

- Policy and Procedure Directives
- Correspondence or memoranda related to official public business
- Agendas and minutes of meetings
- Documents relating to legal or audit issues
- Messages which document agency actions, decisions, operations and responsibilities
- Documents that initiate, authorize or complete a business transaction
- Drafts of documents that are circulated for comment or approval
- Final reports or recommendations
- Appointment calendars
- E-mail distribution lists
- Routine information requests
- Other messages sent or received that relate to the transaction of local government business

**E-mail Messages Which Are Usually Administrative Materials with No Retention Value:**

- Information-only copies, or extracts of documents distributed for reference or convenience, such as announcements or bulletins
- Phone message slips that do not contain information that may constitute a public record
- Copies of published materials
- Informational copies
- Preliminary drafts
- Routing slips
- Transmittals (Letters/memos)

**See e-mail guidelines in the records management section of this manual.**

**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

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Records Category: <b>ELECTRONIC RECORDS and INFORMATION SERVICES</b>					Schedule Number: <b>L08</b>	
SERIES NO.	RECORD SERIES TITLE and FUNCTION	OPR/ OFM	OFFICE or DIVISION LOCATION and MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
1.	AUDIT TRAIL FILES Data generated during the creation of a master file or database, used to validate a master file or database during a processing cycle.	OFM	Destroy After 3 Backup Cycles	Destroy when obsolete or superseded	L08-01-01	
2.	CATALOGED TAPE LIST This record series consists of computer listings that show all tapes under catalog control at the agency's computer facility for the agency.	OFM	Retain this record for a minimum period of five (5) working days from the date of report	Destroy when obsolete or superseded	L08-01-02	
3.	COMPUTER RUN SCHEDULING RECORDS Records used to schedule computer runs, including daily schedules, run reports, run requests, and other records documenting the successful completion of a run.	OFM	Destroy After 30 Days	Destroy when obsolete or superseded	L08-01-03	
4.	DATA BASE STATISTICS This record series consists of computer listings that show the utilization of disk files, and overall disk space utilization. (Capacity used/available on disks.) This listing is produced daily.	OFM	Retain this record series for a minimum period of ten (10) days from the date produced.	Destroy when obsolete or superseded	L08-01-04	
5.	DATA DOCUMENTATION Records created during system development or modification and used to access, retrieve or manipulate data. Data documentation may include, but is not limited to, data element dictionaries, file layouts and codebooks. ESSENTIAL RECORD - Backup should be stored off site.	OFM	Disposition of Data Plus 1 Year	Destroy when obsolete or superseded	L08-01-05	
6.	DATA OR DATABASE DICTIONARY REPORTS Periodic printouts from a data or database dictionary system, including data element attribute reports, database schema, and related records used for reference purposes.	OFM	Destroy After Superseded	Destroy when obsolete or superseded	L08-01-06	

**Approved by the Local Records Committee August 2001  
L08 ELECTRONIC RECORDS/INFORMATION SERVICES**

**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

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Records Category: <b>ELECTRONIC RECORDS and INFORMATION SERVICES</b>					Schedule Number: <b>L08</b>	
SERIES NO.	RECORD SERIES TITLE and FUNCTION	OPR/ OFM	OFFICE or DIVISION LOCATION and MINIMUM RETENTION PERIOD		DISPOSTION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
7.	DATA PROCESSING FEASIBILITY STUDIES May include any or all of the following: problem identification; requirements statement; system objectives; alternative proposals; cost/benefit analysis; feasibility statement.	OFM	3 years	Destroy when obsolete or superseded	GS50-06A-01	
8.	DATA PROCESSING OPERATING PROCEDURES Records of procedures for data entry, computer equipment operation, production control, tape library, system backup, and other aspects of a data processing operation.	OFM	Retain Current Plus Two Previous Generations. Retain Last Generation for 6 Months After Discontinued	Destroy when obsolete or superseded	L08-01-08	
9.	DATA PROCESSING UNIT'S COPIES OF OUTPUT REPORTS Copies of output reports produced for clients.	OFM	Destroy After Acceptance By Client	Destroy when obsolete or superseded	L08-01-09	
10.	DESIGN DOCUMENTATION - ELECTRONIC INFORMATION SYSTEM May include any or all of the following: General description of design, including system review if applicable, system definition; project work plan; design detail, including documentation plan, program specifications, special forms and requirements; development plans for testing, training, conversion, and acceptance. <b>ESSENTIAL RECORD - Needs security backup - See remarks.</b>	OFM	Fiscal/accounting systems - termination plus 3 years All other systems - Until all record data produced by the system pass their approved retention periods	Destroy when obsolete or superseded	GS50-06A-03	Source document microfilming is not recommended for this purpose. This records series should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the locations of other copies inside or outside the agency.
11.	DESTRUCTION (SCRATCH) REPORTS Records documenting the destruction of electronic files stored in a tape library.	OFM	Destroy After 1 Year or After Superseded	Destroy when obsolete or superseded	L08-01-11	
12.	DISASTER PREPAREDNESS AND RECOVERY PLANS Records relating to the protection and reestablishment of data processing services in the case of a disaster.	OFM	Destroy After Superseded	Destroy when obsolete or superseded	L08-01-12	

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Records Category: <b>ELECTRONIC RECORDS and INFORMATION SERVICES</b>					Schedule Number: <b>L08</b>	
SERIES NO.	RECORD SERIES TITLE and FUNCTION	OPR/ OFM	OFFICE or DIVISION LOCATION and MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
13.	FINDING AIDS, INDEXES AND TRACKING SYSTEMS Electronic indexes, lists, registers and other finding aids used to provide access to hard copy or electronic records. Note: Finding aids, indexes or tracking systems developed for archival records must be transferred to the Regional Archives along with the historical record.	OFM	Retain Until the Disposition of Indexed Data	Destroy when obsolete or superseded	L08-01-13	
14.	HELP DESK TELEPHONE LOGS AND REPORTS Documentation of requests for technical assistance and responses to those requests, as well as information on the use of computer equipment for program delivery, security and other purposes.		1 Year	Destroy when obsolete or superseded	L08-01-14	
15.	INPUT DOCUMENTS Copies of record or forms designed and used solely for data input and control when the data processing unit provides centralized data input services and the program unit has retained the original records. (See note at end of schedule)	OFM	Destroy After Data Input and Any Necessary Verification	Destroy when obsolete or superseded	L08-01-15	
16.	JOB LIBRARIES This record series consists of computer listings that show the complete current contents of the object program library. These listings are produced weekly.	OFM	Retain this record series for a minimum period of twenty-one (21) days from the date produced	Destroy when obsolete or superseded	L08-01-16	
17.	MAINTENANCE DOCUMENTATION- ELECTRONIC INFORMATION SYSTEM May include any or all of the following: System or program change authorization, description of changes, acceptance testing.	OFM	Fiscal/accounting systems, termination plus 3 years All other systems - Until all record data produced by the system pass their approved retention periods	Destroy when obsolete or superseded	GS50-06A-04	Source document microfilming is not recommended for this purpose.

**Approved by the Local Records Committee August 2001  
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**GENERAL RETENTION SCHEDULE for  
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Records Category: <b>ELECTRONIC RECORDS and INFORMATION SERVICES</b>					Schedule Number: <b>L08</b>	
SERIES NO.	RECORD SERIES TITLE and FUNCTION	OPR/ OFM	OFFICE or DIVISION LOCATION and MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
18.	MASTER FILES, ADMINISTRATIVE Electronic records that replace in whole or in part administrative records that have been scheduled through approved records retention schedule and contain the same information as the scheduled records.	OFM	Purge the file after the expiration of the minimum retention period as authorized for the hard copy file	Destroy when obsolete or superseded	L08-01-18	
19.	MASTER FILES, SUMMARIES Electronic records that contain summarized or aggregated information created by combining data elements from a single master file or database that is described in Master Files, Administrative.	OFM	Purge the file when no longer needed.	Destroy when obsolete or superseded	L08-01-19	
20.	NETWORK CIRCUIT INVENTORIES Automated or paper records containing information on network circuits used by an agency, including circuit number, vendor, cost per month, type of connection, software, contact person, and other relevant information.	OFM	Destroy After Circuit is No Longer in Use	Destroy when obsolete or superseded	L08-01-20	
21.	NETWORK IMPLEMENTATION PROJECT FILES Records used to plan and implement a network. Includes reports, justifications, working diagrams of proposed network, wiring schematics, diagrams, bids, correspondence, and other related documentation.	OFM	Destroy After Superseded	Destroy when obsolete or superseded	L08-01-21	
22.	NETWORK OR CIRCUIT INSTALLATION AND SERVICE FILES Documentation of data communication service, installation or repair, including work orders, correspondence, memoranda, work schedules, copies of building and circuit diagrams, and copies of related fiscal records.	OFM	1 Year After Action	Destroy when obsolete or superseded	L08-01-22	
23.	NETWORK USAGE FILES Electronic files or automated logs created to monitor the use of the agency's network by its customers or network/Internet usage by its employees, including, but not limited to, log-in records, and system usage files.	OFM	Destroy After Scheduled Review/Audit OR After 3 Backup Cycles	Destroy when obsolete or superseded	L08-01-23	

**Approved by the Local Records Committee August 2001  
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LAW ENFORCEMENT AGENCIES**

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Records Category: <b>ELECTRONIC RECORDS and INFORMATION SERVICES</b>					Schedule Number: <b>L08</b>	
SERIES NO.	RECORD SERIES TITLE and FUNCTION	OPR/ OFM	OFFICE or DIVISION LOCATION and MINIMUM RETENTION PERIOD		DISPOSTION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
24.	NETWORK USAGE REPORTS Summary reports or automated logs and other records created to document computer usage for reporting or other purposes. Including, but not limited to, login field system usage files, charge-back files, data entry logs, and records of individual computer program usage.	OFM	1 Year	Destroy when obsolete or superseded	L08-01-24	
25.	OPERATING SYSTEM HARDWARE CONVERSION PLAN Records relating to the replacement of equipment or computer operating systems.	OFM	Successful Conversion Plus 6 Months	Destroy when obsolete or superseded	L08-01-25	
26.	OPERATIONAL DATA- ELECTRONIC INFORMATION SYSTEM Summaries of throughput statistics, usage figures, work output measurements, input edit listings, and system access logs.	OFM	1 year	Destroy when obsolete or superseded	GS50-06A-05	
27.	POST IMPLEMENTATION REVIEWS- ELECTRONIC INFORMATION SYSTEM Project and personnel evaluations, further recommendations.	OFM	Until termination of system or program use	Destroy when obsolete or superseded	GS50-06A-06	
28.	PRINT FILES NOT USED TO DOCUMENT A TRANSACTION Source output data extracted from the system to produce hard copy publications, printouts of tabulations, ledgers, reports, or other documents when the files are not needed for audit purposes or to document program unit transactions.	OFM	Destroy After All Print Runs Are Completed and Output Has Been Verified	Destroy when obsolete or superseded	L08-01-28	

**Approved by the Local Records Committee August 2001  
L08 ELECTRONIC RECORDS/INFORMATION SERVICES**

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LAW ENFORCEMENT AGENCIES**

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Records Category: <b>ELECTRONIC RECORDS and INFORMATION SERVICES</b>					Schedule Number: <b>L08</b>	
SERIES NO.	RECORD SERIES TITLE and FUNCTION	OPR/ OFM	OFFICE or DIVISION LOCATION and MINIMUM RETENTION PERIOD		DISPOSTION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
29.	PROGRAM LISTING AND SOURCE CODE Automated program code that generates the machine language instructions used to operate an automated information system.	OFM	Retain for 2 Update Cycles After Code is Modified or Replaced. Destroy Remaining Codes 1 Year After Discontinuance of System	Destroy when obsolete or superseded	L08-01-29	
30.	PROGRAM POST LIST This record series consists of computer listings of Application Program Source Codes. The list also describes the program.	OFM	Retain the last (most current) copy, and the last previous copy made, until another is required.	Destroy when obsolete or superseded	L08-01-30	
31.	PROGRAMMING AND IMPLEMENTATION DATA-ELECTRONIC INFORMATION SYSTEM Operational and user instructions, specification and system acceptance criteria. <b>ESSENTIAL RECORD - Needs security backup - See remarks.</b>	OFM	Fiscal/accounting systems - termination plus 3 years All other systems - Until all record data produced by the system pass their approved retention periods	Destroy when obsolete or superseded	GS50-06A-07	Source document microfilming is not recommended for this purpose. This records series should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the locations of other copies inside or outside the agency.

**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

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Records Category: <b>ELECTRONIC RECORDS and INFORMATION SERVICES</b>					Schedule Number: <b>L08</b>	
SERIES NO.	RECORD SERIES TITLE and FUNCTION	OPR/ OFM	OFFICE or DIVISION LOCATION and MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
32.	<b>SECURITY BACKUP FILES</b> Electronic records that contain identical data as a master file or data that is described in <u>Master Files</u> , <u>Administrative</u> and retained in case such a file is damaged or inadvertently erased. <b>ESSENTIAL RECORD - Backup</b> should be stored off site.	OFM	Purge the file when the identical records have been deleted or when replaced with a superseding security backup file.	Destroy when obsolete or superseded	L08-01-32	
33.	<b>SITE AND EQUIPMENT SUPPORT FILES</b> Records documenting support services provided to specific data processing equipment or installations, including site visit reports, program and equipment service reports, service histories, and related correspondence and memos.	OFM	Disposition of Equipment Plus 6 Years	Destroy when obsolete or superseded	L08-01-33	
34.	<b>SOFTWARE BACKUP DATA- ELECTRONIC INFORMATION SYSTEM</b> Tapes, discs, and media providing backup data that is revised and recreated in a regular cycle. <b>ESSENTIAL RECORD - Backup</b> should be stored off site.	OFM	Destroy when obsolete or superseded – as determined by office of record	Destroy when obsolete or superseded	GS50-06A-02	In order to protect the physical security and accessibility of information for the duration of its retention requirement, backup tapes must be stored off-site in a temperature and humidity controlled environment.
35.	<b>SOFTWARE MAINTENANCE LOG</b> This record series consists of a log maintained as a summary of activity time spent in project areas for developmental/ maintenance of systems and programs. Entries are in chronological order.	OFM	Retain this record series for a minimum period of two (2) years from the date of entry into the log.	Destroy when obsolete or superseded	L08-01-35	
36.	<b>SOFTWARE REVIEW FILES</b> Records related to the review and recommendation of software for agency uses, including vendor information, manuals, and software reviews, and related material.	OFM	Destroy After Software is No Longer in Use	Destroy when obsolete or superseded	L08-01-36	

**Approved by the Local Records Committee August 2001  
L08 ELECTRONIC RECORDS/INFORMATION SERVICES**

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Records Category: <b>ELECTRONIC RECORDS and INFORMATION SERVICES</b>					Schedule Number: <b>L08</b>	
SERIES NO.	RECORD SERIES TITLE and FUNCTION	OPR/ OFM	OFFICE or DIVISION LOCATION and MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
37.	SPECIAL PURPOSE PROGRAMS Electronic records used as application software solely to use or maintain a master file or database.	OFM	Purge the file when related database is purged according to the approved retention schedule for that record series, or until this record series is replaced with an updated version.	Destroy when obsolete or superseded	L08-01-37	
38.	SUMMARY COMPUTER USAGE REPORT Summary reports and other paper records created to document computer usage for reporting or cost recovery purposes.	OFM	Destroy 6 Months After Created	Destroy when obsolete or superseded	L08-01-38	
39.	SUMMARY OF EXTRACTED DATA FILES Summary or aggregate data from a master file or database created solely to distribute data to individuals or program units for reference and use, but not altered or augmented to support program specific needs.	OFM	Destroy After Data is Distributed	Destroy when obsolete or superseded	L08-01-39	
40.	SYSTEM, PROGRAM, AND DATABASE BACKUP FILES Copies of full system disk and databases, application software, logs, directories and other records needed to restore and provided recovery capabilities in the event of system hardware failure, data corruption or data loss. Tapes or disks are referenced by date within volume label:	OFM	Destroy after 3 back-up cycles.	Destroy when obsolete or superseded	L08-01-40	

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Records Category: <b>ELECTRONIC RECORDS and INFORMATION SERVICES</b>					Schedule Number: <b>L08</b>	
SERIES NO.	RECORD SERIES TITLE and FUNCTION	OPR/ OFM	OFFICE or DIVISION LOCATION and MINIMUM RETENTION PERIOD		DISPOSTION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
41.	SYSTEM DOCUMENTATION Records documenting the use, operation and maintenance of an agency's automated information system, including but not limited to user manuals, system requirements for software, hardware and the operating system, hardware configurations and equipment control systems.	OFM	Destroy After Hardware or Software is Discontinued, But Not Before Data is Migrated to a New System	Destroy when obsolete or superseded	L08-01-41	
42.	SYSTEM SPECIFICATIONS User and operational documentation describing system operations, including, but not limited to, system documentation records, user guides, system flow charts, and input/output specifications. . ESSENTIAL RECORD - Backup should be stored off site.	OFM	Completion of Project and Disposition or Migration to a New System, Plus 1 Year	Destroy when obsolete or superseded	L08-01-42	
43.	SYSTEM USERS ACCESS FILES Electronic or textual records created to control or monitor individual access to a system and its data. Created for security purposes, including, but not limited to, user account records, security logs and password files. ESSENTIAL RECORD - Backup should be stored off site.	OFM	Termination of User Account Plus 2 Years		L08-01-43	
44.	SYSTEMS AND APPLICATIONS DEVELOPMENT Records created and used to develop, redesign or modify an automated system or application, including, but not limited to, user requirements, status reports and correspondence. ESSENTIAL RECORD - Backup should be stored off site.	OFM	Completion of Project and Disposition or Transfer of System Data to a New Operating Environment Plus 6 months	Destroy when obsolete or superseded	L08-01-44	
45.	TAPE LIBRARY MANAGEMENT SYSTEM DAILY REPORTS This record series consists of computer printouts showing the current status of all magnetic tape and disk files maintained by the State Computer Facility for the agency. This is received daily.	OFM	Retain this record series for a minimum period of five (5) working days from the date of report.		L08-01-45	

**Approved by the Local Records Committee August 2001  
L08 ELECTRONIC RECORDS/INFORMATION SERVICES**

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Records Category: <b>ELECTRONIC RECORDS and INFORMATION SERVICES</b>					Schedule Number: <b>L08</b>	
SERIES NO.	RECORD SERIES TITLE and FUNCTION	OPR/ OFM	OFFICE or DIVISION LOCATION and MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
46.	TEST DATA BASE FILES Routine or benchmark data sets, related documentation, and test results constructed or used to test or develop a system.	OFM	Destroy When No Longer Needed, But Not Before Acceptance of Test Results	Destroy when obsolete or superseded	L08-01-46	
47.	TEST SYSTEM FILES Electronic records created solely to test system performance. The electronic files may be on line, disk, or computer magnetic tape, and the record series includes related documentation.	OFM	Purge the file when no longer needed	Destroy when obsolete or superseded	L08-01-47	
48.	TRANSACTION FILES Electronic records used to create or update master files. This may include: work files, valid transaction files, and intermediate input/output files. The electronic files may be on line, disk, or computer magnetic tape, and the record series includes related documentation.	OFM	Purge the information after it has been transferred to the master file and verified.	Destroy when obsolete or superseded	L08-01-48	
49.	VALID TRANSACTION FILES Records used to update and/or document a transaction in a database or master file, including, but not limited to, valid transaction files, DBMS files, and similar records. These records are not retained to document a program unit action or for audit purposes.	OFM	Destroy After 3 Backup Cycles		L08-01-49	
50.	VOLATILE SOFTWARE MODIFICATION This record series consists of a disk file copy of original system software modules that have been modified. It is kept as a backup to newly modified systems in case problems arise after modification. It is run as required.	OFM	Retain the last (most current) copy, and the last previous copy made, until another run is required.		L08-01-50	

**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

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Records Category: <b>ELECTRONIC RECORDS and INFORMATION SERVICES</b>					Schedule Number: <b>L08</b>	
SERIES NO.	RECORD SERIES TITLE and FUNCTION	OPR/ OFM	OFFICE or DIVISION LOCATION and MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
51.	WORK OR INTERMEDIATE FILES Records used to facilitate the processing of a specific job or run, or used to create, update, modify, transfer, manipulate, or sort data within an automated system when all transactions are captured in a master file, valid transaction file or database, in cases where the file is not required to provide an audit trail.	OFM	Destroy After Completion of Transaction		L08-01-51	
52.	YEAR 2000 COMPLIANCE PROJECTS DOCUMENTATION May include program management plans, meeting documentation, project planning, assessment, conversion, test planning and results, implementation, contingency plans, and certification records.	OPR	Termination of project and/or contract plus 6 years	Destroy when obsolete or superseded	GS50-06G-01	

**DATABASE AND SPREADSHEET DATA  
FINDING AIDS AND INDEXES (USER WORKING COPY). INPUT DOCUMENTS  
WORD PROCESSING FILES**

Primary record copies of completed drafts and documents should be filed with the appropriate records series and retained in hard copy or electronic form according to the minimum retention periods approved by the Local Records Committee for those records series. User and other secondary copies should be retained until obsolete or superseded. The appropriate Disposition Authority Number (DAN) should be referenced when documenting the disposal of public record information regardless of the medium or format in which they are stored.

**Approved by the Local Records Committee August 2001  
L08 ELECTRONIC RECORDS/INFORMATION SERVICES**



## GENERAL RETENTION SCHEDULE for LAW ENFORCEMENT AGENCIES

**Schedule Number: L09.** Includes previous Law Enforcement's Evidence Files LAW-04A

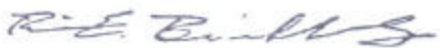
Records Category: **EVIDENCE FILES**

- Includes those functions that are consistent of documentation that provides support, verification and proof when litigation and or criminal proceedings have commenced. Contains records that document physical evidence pertaining to a crime such as fingerprints, lab reports and personal property records, etc.
- **L09** applies to Evidence Files in paper, electronic and other formats, i.e. the following retention periods pertain to the primary copy of a record regardless of media. Retention periods for secondary copies that are produced for informational purposes only may be discarded when no longer needed unless otherwise specified.

When using this general retention schedule, records officers/coordinators should determine whether they are dealing with a primary or secondary copy the record series. General schedules are written in general titles and functions rather than identify specific individual documents or forms. Those records whose content and function are substantially the same as an item described on the schedule should be considered covered by that item. No one agency will have all of the record series listed in this general schedule. The listing of a record series does not mean that the agency must create such records.

**L09 EVIDENCE FILES—Inclusive**

**Approved by the Washington State Local Government Records Committee: August 2001**



**Brian Buchholz**  
For the Attorney General



**George Geyer**  
For the State Auditor



**Steve Excell**  
For the State Archivist

**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

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Records Category: <b>EVIDENCE FILES</b>					Schedule Number: <b>L09</b>	
SERIES NO.	RECORD SERIES TITLE and FUNCTION	OPR/ OFM	OFFICE or DIVISION LOCATION and MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
1.	CERTIFICATE OF NONDESTRUCTION OF, OR NOTICE OF INTENT TO DESTROY, WEAPON OR DANGEROUS INSTRUMENT, APPLIANCE, OR SUBSTANCE.	OPR	6 years after disposition of property, or 1 year after disposition of any related case investigation records - <b>whichever is longer</b>	Destroy when obsolete or superseded	L09-01-01	
2.	LATENT PRINT FILES, CRIME SCENE PRINTS, PARTIALS, PALMS, ETC (LEFT BY UNKNOWN SUSPECT AT THE SCENE OF A CRIME)	OFM	1 year after final court disposition	Destroy when obsolete or superseded	L09-01-02	
3.	NARCOTICS LAB REPORTS	OFM	Current plus 3 years – <b>see remarks</b>	Destroy when obsolete or superseded	L09-01-03	Copies may be included in the case/incident report and kept as long as the incident file.
4.	PERSONAL PROPERTY FOR SAFE KEEPING RECORD	OPR	6 years after disposition of property	Destroy when obsolete or superseded	L09-01-04	
5.	PERSONAL PROPERTY RECORDS ( <u>DANGEROUS WEAPONS</u> ) For dangerous weapon, including but not limited to receipt, identification tag, and report of destruction.	OPR	6 years after disposition of property or 1 year after disposition of any related case investigation records - <b>whichever is longer</b>	Destroy when obsolete or superseded	L09-01-05	
6.	PERSONAL PROPERTY RECORDS (GENERAL) For other property, including but not limited to receipts/reports of confiscated property, identification tag, and report of public auction or destruction, <i>property logs</i> <sup>1</sup> .	OPR	6 years after disposition of property – <b>see remarks</b>	Destroy when obsolete or superseded	L09-01-06	<i>If property is converted to Law Enforcement use, retain documents.</i>

<sup>1</sup> The record series Property Logs on old schedule LAW-04A. The RCW allows us to get rid of unclaimed property following 60-day notification. This series are records to that notification and should be kept for 6 years.

**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

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Records Category: <b>EVIDENCE FILES</b>					Schedule Number: <b>L09</b>	
SERIES NO.	RECORD SERIES TITLE and FUNCTION	OPR/ OFM	OFFICE or DIVISION LOCATION and MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
7.	VIDEO/AUDIO TAPE OR OTHER ELECTRONIC RECORDINGS OF BOOKING OR ARREST PROCESSING When litigation and/or criminal proceedings have commenced.	OFM	1 year after final court disposition	Destroy when obsolete or superseded	L09-01-07	Recordings of potentially important incidents may warrant longer retention for legal reasons, even if no case investigation has been initiated. Local law enforcement agencies should carefully review these recordings before destroying or reusing.
8.	VIDEO/AUDIO TAPES OR OTHER RECORDINGS FROM MOBILE UNIT When recording relates to specific case investigation.	OFM	30 days after final court disposition	Destroy when obsolete or superseded	L09-01-08	Recordings of potentially important incidents may warrant longer retention for legal reasons. Local law enforcement agencies should carefully review these recordings before destroying or reusing.)
9.	VIDEO TAPES OR OTHER RECORDINGS FROM MOBILE UNIT When recording does not relate to specific case investigation, such as routine traffic stop. <b>See remarks</b>	OFM	90 days may be reused	Destroy when obsolete or superseded	L09-01-09	

Approved by the Local Records Committee August 2001  
**L09 EVIDENCE FILES**

## GENERAL RETENTION SCHEDULE for LAW ENFORCEMENT AGENCIES


**Schedule Number: L10** Most Law Enforcement agencies have another governmental agency in charge of this function. However, in order to accommodate any smaller jurisdiction that may assume these functions, this category has been extracted from LOCAL GOVERNMENT RECORD RETENTION SCHEDULES category: Facilities Management & Hazardous Materials Administration.

### Records Category: FACILITIES MANAGEMENT/HAZARDOUS MATERIALS ADMINISTRATION

- Facilities management encompasses the operation and maintenance of buildings and other facilities owned or leased by agencies of the state of Washington. Includes documentation related to building projects, fixed asset management, buildings and grounds maintenance, and space planning and allocation.
- Hazardous materials administration includes facilities reports pertaining to asbestos physical examination, summary of hazardous waste removal and hazardous materials accident/incident reports and general public safety records. Local government officials may wish to retain these records longer, possibly as long as 40 years, if the hazardous materials listed on the record include substances listed in Sub par Z, 29 CRF (Federal O.S.H.A. Regulations). In addition, if these reports document the presence of hazardous materials in a community at a given time, they should be appraised for historical significance. These records may have immediate significance for fire fighting and disaster prevention and long-term research value in situations where the hazardous materials found in the area had a significant impact on the community. Contact you Local Regional Archivist for additional advice
- **L10** applies to records in paper, electronic and other formats, i.e. the following retention periods pertain to the primary copy of a record regardless of media. Retention periods for secondary copies that are produced for informational purposes only may be discarded when no longer needed unless otherwise specified.

When using this general retention schedule, records officers/coordinators should determine whether they are dealing with a primary or secondary copy the record series. General schedules are written in general titles and functions rather than identify specific individual documents or forms. Those records whose content and function are substantially the same as an item described on the schedule should be considered covered by that item. No one agency will have all of the record series listed in this general schedule. The listing of a record series does not mean that the agency must create such records.

**L10 Facilities Management/Hazardous Materials Administration —Inclusive**  
**Approved by the Washington State Local Government Records Committee: June 2001**



**Brian Buccholz**  
For the Attorney General



**George Geyer**  
For the State Auditor



**Phillip Coombs**  
The State Archivist

**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

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Records Category: <b>FACILITIES MANAGEMENT &amp; HAZARDOUS MATERIALS ADMINISTRATION</b>					Schedule Number: <b>L10</b>	
SERIES NO.	RECORD SERIES TITLE and FUNCTION	OPR/ OFM	OFFICE or DIVISION LOCATION and <i>MINIMUM RETENTION PERIOD</i>		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
1.	BOILER VESSEL REPORTS A. Report of boiler inspection by custodian. B. Report of boiler or hot water tanks by insurance company or labor and industries.	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-06B-01	
2.	ENGINEERING AND ARCHITECTURAL DRAWINGS AND SPECIFICATIONS Architectural, structural, plumbing, electrical, etc. ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	Disposal or sale of property plus 10 years - Potential archival value - <b>See remarks</b>	Destroy when obsolete or superseded	GS50-06B-02	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. The information in the records series should be protected from loss or damage by storage of a security microfilm backup at the State Archives. Security microfilm must meet Washington State Archives technical standards.
3.	FIRE EXTINGUISHER INSPECTION TAGS Prepared by fire departments or private firms.	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-06B-03	
4.	FIXED ASSET INVENTORIES - FACILITY AND PROPERTY MANAGEMENT	OFM	Destroy when obsolete or superseded plus 3 years	Destroy when obsolete or superseded	GS50-06B-04	
5.	INTRUSION ALARM REPORTS - FACILITY AND PROPERTY MANAGEMENT	OFM	1 year	Destroy when obsolete or superseded	GS50-06B-14	
6.	KEY/CARD KEY INVENTORY - FACILITY AND PROPERTY MANAGEMENT Documentation of facility keys and/or card keys assigned to agency personnel. ESSENTIAL RECORD - Needs security backup - See remarks.	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-06B-05	This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the locations of other copies inside or outside the agency.

**Approved by the Local Records Committee (LGRRS) June 01  
L10 FACILITIES MANAGEMENT/HAZARDOUS MATERIALS**

**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

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Records Category: <b>FACILITIES MANAGEMENT &amp; HAZARDOUS MATERIALS ADMINISTRATION</b>					Schedule Number: <b>L10</b>	
SERIES NO.	RECORD SERIES TITLE and FUNCTION	OPR/ OFM	OFFICE or DIVISION LOCATION and <i>MINIMUM RETENTION PERIOD</i>		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
7.	MAINTENANCE HISTORY DOCUMENTATION - FACILITY AND PROPERTY MANAGEMENT Maintenance history for each building, which may include: Maintenance performed, work orders, purchase orders, copies of state and/or insurance companies inspection reports.	OFM	Life, sale, or disposition of the facility	Destroy when obsolete or superseded	GS50-06B-06	
8.	MAINTENANCE LOGS - FACILITY AND PROPERTY MANAGEMENT	OFM	Destroy when superseded plus 3 years	Destroy when obsolete or superseded	GS50-06B-07	
9.	MAINTENANCE REPORTS - FACILITY AND PROPERTY MANAGEMENT	OFM	1 year	Destroy when obsolete or superseded	GS50-06B-08	
10.	OPERATING MANUALS - FACILITY AND PROPERTY MANAGEMENT Prepared by contractors for use of the agency in maintaining equipment installed in buildings. ESSENTIAL RECORD - Needs security backup - See remarks.	OFM	Disposition or sale of facility or equipment	Destroy when obsolete or superseded	GS50-06B-09	This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the locations of other copies inside or outside the agency.
11.	OPERATING PERMITS - FACILITY AND PROPERTY MANAGEMENT For boilers and elevators.	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-06B-10	
12.	POLLUTION AND POLLUTION CONTROL STUDIES	OFM	5 years - Potential archival value - <b>See remarks</b>	Destroy when obsolete or superseded	GS55-05H-01	Environmental records for electrical utility facilities must be retained for at least 25 years as provided by 18CFR125.2. Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
13.	SECURITY ANNUAL REPORT - FACILITY AND PROPERTY MANAGEMENT	OFM	1 year	Destroy when obsolete or superseded	GS50-06B-15	

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L10 FACILITIES MANAGEMENT/HAZARDOUS MATERIALS

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**GENERAL RETENTION SCHEDULE for  
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Records Category: <b>FACILITIES MANAGEMENT &amp; HAZARDOUS MATERIALS ADMINISTRATION</b>					Schedule Number: <b>L10</b>	
SERIES NO.	RECORD SERIES TITLE and FUNCTION	OPR/ OFM	OFFICE or DIVISION LOCATION and <i>MINIMUM RETENTION PERIOD</i>		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
14.	SECURITY PATROL LOG - FACILITY AND PROPERTY MANAGEMENT	OFM	2 years	Destroy when obsolete or superseded	GS50-06B-16	
15.	STAFF ACCESS/ENTRY LOGS - FACILITY AND PROPERTY MANAGEMENT	OFM	3 years	Destroy when obsolete or superseded	GS50-06B-20	
16.	STATE ENVIRONMENTAL POLICY ACT (SEPA) DETERMINATION OF SIGNIFICANCE OR NON-SIGNIFICANCE	OPR	Disposal or sale of property plus 10 years - <b>See remarks</b>	Destroy when obsolete or superseded	GS55-05H-02	Environmental records for electrical utility facilities must be retained for at least 25 years as provided by 18CFR125.2.
17.	STATE ENVIRONMENTAL POLICY ACT (SEPA) ENVIRONMENTAL CHECKLISTS	OPR	Disposal or sale of property plus 10 years - <b>See remarks</b>	Destroy when obsolete or superseded	GS55-05H-03	Environmental records for electrical utility facilities must be retained for at least 25 years as provided by 18CFR125.2.
18.	STATE ENVIRONMENTAL POLICY ACT (SEPA) ENVIRONMENTAL IMPACT STATEMENTS Submitted for land use code approval of agency projects.	OPR	Disposal or sale of property plus 10 years - Potential archival value - <b>See remarks</b>	Destroy when obsolete or superseded	GS55-05H-04	Environmental records for electrical utility facilities must be retained for at least 25 years as provided by 18CFR125.2. Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
19.	STATEMENT FOR RESTITUTION - FACILITY AND PROPERTY MANAGEMENT Source document backup for billing.	OPR	6 years	Destroy when obsolete or superseded	GS50-06B-17	
20.	SURVEILLANCE VIDEOS - FACILITY AND PROPERTY MANAGEMENT	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-06B-18	Videos of incidents resulting in legal action should be retained with other documentation pertaining to that incident and are subject to those retention schedules.
21.	VANDALISM REPORTS - FACILITY AND PROPERTY MANAGEMENT	OFM	3 years	Destroy when obsolete or superseded	GS50-06B-11	

**Approved by the Local Records Committee (LGRRS) June 01  
L10 FACILITIES MANAGEMENT/HAZARDOUS MATERIALS**



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Records Category: <b>FACILITIES MANAGEMENT &amp; HAZARDOUS MATERIALS ADMINISTRATION</b>					Schedule Number: <b>L10</b>	
SERIES NO.	RECORD SERIES TITLE and FUNCTION	OPR/ OFM	OFFICE or DIVISION LOCATION and <i>MINIMUM RETENTION PERIOD</i>		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
22.	VISITOR LOGS - FACILITY AND PROPERTY MANAGEMENT	OFM	3 years	Destroy when obsolete or superseded	GS50-06B-12	
23.	WEAPONS CONFISCATION LOG - FACILITY AND PROPERTY MANAGEMENT	OPR	6 years	Destroy when obsolete or superseded	GS50-06B-19	
24.	WORK ORDERS - FACILITY AND PROPERTY MANAGEMENT Request for performance of maintenance work, may show location, date of request, work to be performed, etc.	OFM	3 years	Destroy when obsolete or superseded	GS50-06B-13	

Records Category: FACILITIES MANAGEMENT & HAZARDOUS MATERIALS ADMINISTRATION					Schedule Number: L10	
SERIES NO.	RECORD SERIES TITLE and FUNCTION	OPR/ OFM	OFFICE or DIVISION LOCATION and MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
HAZARDOUS MATERIALS ADMINISTRATION						
25.	GENERATOR ANNUAL DANGEROUS WASTE REPORT – HAZARDOUS MATERIALS ADMININISTRATION (To Department of Ecology) summary of hazardous waste removal.  ESSENTIAL RECORD- Needs security microfilm backup - See remarks.	OPR	50 years	Destroy when obsolete or superseded	GS50-19-02	This records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards. NOTE: There is no limitation of action on the agency's liability for the exposure of individuals to hazardous materials.

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Records Category: <b>FACILITIES MANAGEMENT &amp; HAZARDOUS MATERIALS ADMINISTRATION</b>					Schedule Number: <b>L10</b>	
SERIES NO.	RECORD SERIES TITLE and FUNCTION	OPR/ OFM	OFFICE or DIVISION LOCATION and <i>MINIMUM RETENTION PERIOD</i>		DISPOSTION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
26.	HAZARDOUS MATERIALS ABATEMENT PROJECT FILE Includes records of asbestos removal, underground storage tank removal, and other large-scale hazardous material removal.  ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	50 years	Destroy when obsolete or superseded	GS50-19-10	This records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards. NOTE: There is no limitation of action on the agency's liability for the exposure of individuals to hazardous materials.
27.	HAZARDOUS MATERIALS ACCIDENT/INCIDENT REPORT Description of accident and cleanup. Includes information on personal exposure.  ESSENTIAL RECORD - Needs security microfilm backup -See remarks.	OPR	50 years	Destroy when obsolete or superseded	GS50-19-03	This records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards. NOTE: There is no limitation of action on the agency's liability for the exposure of individuals to hazardous materials.
28.	HAZARDOUS MATERIALS CERTIFICATE OF DESTRUCTION  ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	50 years	Destroy when obsolete or superseded	GS50-19-04	This records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards. NOTE: There is no limitation of action on the agency's liability for the exposure of individuals to hazardous materials.

Approved by the Local Records Committee (LGRRS) June 01  
L10 FACILITIES MANAGEMENT/HAZARDOUS MATERIALS

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Records Category: <b>FACILITIES MANAGEMENT &amp; HAZARDOUS MATERIALS ADMINISTRATION</b>					Schedule Number: <b>L10</b>	
SERIES NO.	RECORD SERIES TITLE and FUNCTION	OPR/ OFM	OFFICE or DIVISION LOCATION and <i>MINIMUM RETENTION PERIOD</i>		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
29.	HAZARDOUS MATERIALS DISPOSAL RECORDS Documentation of hazardous materials disposed of by the agency. May include used oil, car parts, etc.  ESSENTIAL RECORD – Needs security microfilm backup – See remarks.	OPR	50 years	Destroy when obsolete or superseded	GS50-19-12	This records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards. NOTE: There is no limitation of action on the agency's liability for the exposure of individuals to hazardous materials.
30.	HAZARDOUS MATERIALS EMPLOYEE RIGHT TO KNOW IMPLEMENTATION PLAN  ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	PERMANENT	Destroy when obsolete or superseded	GS50-19-05	This records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
31.	HAZARDOUS MATERIALS INSPECTION AND TEST REPORTS  ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	50 years	Destroy when obsolete or superseded	GS50-19-06	This records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards. NOTE: There is no limitation of action on the agency's liability for the exposure of individuals to hazardous materials.

Approved by the Local Records Committee (LGRRS) June 01  
L10 FACILITIES MANAGEMENT/HAZARDOUS MATERIALS

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Records Category: <b>FACILITIES MANAGEMENT &amp; HAZARDOUS MATERIALS ADMINISTRATION</b>					Schedule Number: <b>L10</b>	
SERIES NO.	RECORD SERIES TITLE and FUNCTION	OPR/ OFM	OFFICE or DIVISION LOCATION and <i>MINIMUM RETENTION PERIOD</i>		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
32.	HAZARDOUS MATERIALS INVENTORY SHEET List of chemicals and other hazardous materials present in each work area. ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	50 years	Destroy when obsolete or superseded	GS50-19-07	This records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards. NOTE: There is no limitation of action on the agency's liability for the exposure of individuals to hazardous materials.
33.	HAZARDOUS MATERIALS MANAGEMENT PLAN  ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	50 years	Destroy when obsolete or superseded	GS50-19-08	This records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards. NOTE: There is no limitation of action on the agency's liability for the exposure of individuals to hazardous materials.
34.	HAZARDOUS MATERIALS TRAINED PERSONNEL LIST Includes certifications and lists of persons trained in handling hazardous materials, such as asbestos. Includes attendance information and completion date.  ESSENTIAL RECORD - Needs security microfilm backup - <b>See remarks.</b>	OPR	50 years	Destroy when obsolete or superseded	GS50-19-09	This records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards. NOTE: There is no limitation of action on the agency's liability for the exposure of individuals to hazardous materials.

Approved by the Local Records Committee (LGRRS) June 01  
L10 FACILITIES MANAGEMENT/HAZARDOUS MATERIALS

**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

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Records Category: <b>FACILITIES MANAGEMENT &amp; HAZARDOUS MATERIALS ADMINISTRATION</b>					Schedule Number: <b>L10</b>	
SERIES NO.	RECORD SERIES TITLE and FUNCTION	OPR/ OFM	OFFICE or DIVISION LOCATION and <i>MINIMUM RETENTION PERIOD</i>		DISPOSTION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
35.	MATERIALS SAFETY DATA SHEET (MSDS).  ESSENTIAL RECORD - Needs security microfilm backup <b>-See remarks.</b>	OPR	30 years	Destroy when obsolete or superseded	GS50-19-11	Please reference WAC 296-62-05207. This records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
36.	NOTIFICATION OF DANGEROUS WASTE ACTIVITY – HAZARDOUS MATERIALS ADMINISTRATION.	OPR	Destroy when superseded or when item is no longer on hand	Destroy when obsolete or superseded	GS50-19-13	
37.	PHYSICAL EXAMINATION REPORTS FOR EMPLOYEES EXPOSED TO HAZARDOUS MATERIALS  ESSENTIAL RECORD - Needs security microfilm backup <b>- See remarks.</b>	OPR	50 years	Destroy when obsolete or superseded	GS50-19-01	This records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards. NOTE: There is no limitation of action on the agency's liability for the exposure of individuals to hazardous materials.

**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

**Schedule Number: L11** includes activities that may pertain to Law Enforcement agencies extracted from LOCAL GOVERNMENT RECORD RETENTION SCHEDULES category - Insurance/Risk Management/Safety.


**Records Category: INSURANCE/RISK MANAGEMENT & SAFETY**

- INSURANCE/RISK MANAGEMENT & SAFETY Includes records pertaining to Labor and Industries claims/reports for accident insurance, personal injury.
- **L11** applies to public safety records in paper, electronic and other formats, i.e. the following retention periods pertain to the primary copy of a record regardless of media. Retention periods for secondary copies that are produced for informational purposes only may be discarded when no longer needed unless otherwise specified.


When using this general retention schedule, records officers/coordinators should determine whether they are dealing with a primary or secondary copy the record series. General schedules are written in general titles and functions rather than identify specific individual documents or forms. Those records whose content and function are substantially the same as an item described on the schedule should be considered covered by that item. No one agency will have all of the record series listed in this general schedule. The listing of a record series does not mean that the agency must create such records.

**L11 Insurance/Risk Management/Safety - Inclusive**

**Approved by the Washington State Local Government Records Committee: July 2001**



**Brian Buccholz**  
For the Attorney General



**George Geyer**  
For the State Auditor



**Phillip Coombs**  
The State Archivist

**GENERAL RETENTION SCHEDULE for  
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Records Category: <b>INSURANCE/RISK MANAGEMENT &amp; SAFETY</b>					Schedule Number: <b>L11</b>	
SERIES NO.	RECORD SERIES TITLE and FUNCTION	OPR/ OFM	OFFICE or DIVISION LOCATION and MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
1.	ACCIDENT/INCIDENT CLAIM LOGS, DEPT. OF LABOR AND INDUSTRIES	OFM	3 years	Destroy when obsolete or superseded	GS50-06C-01	
2.	ACCIDENT/INCIDENT REPORTS - EMPLOYEES - INSURED BY AGENCY OR NOT REPORTABLE TO LABOR AND INDUSTRIES	OPR	<ul style="list-style-type: none"> <li>▪ For accidents/ incidents involving adults NOT resulting in claims– 3 years</li> <li>▪ For accidents/ incidents involving adults resulting in claims– closure plus 6 years</li> <li>▪ For accidents/ incidents involving minors NOT resulting in claims– age of majority plus 3 years</li> <li>▪ For accidents/ incidents involving minors resulting in claims – closure plus 6 years</li> </ul>	Destroy when obsolete or superseded	GS50-06C-02	<p>The Local Records Committee suggests that policies, which allow claims retroactive to their period of coverage, should be retained permanently.</p> <p>Consult your risk manager.</p>

Approved by the Local Records Committee – LGRRS June 2001  
L11 INSURANCE/RISK MANAGEMENT & SAFETY

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Records Category: <b>INSURANCE/RISK MANAGEMENT &amp; SAFETY</b>					Schedule Number: <b>L11</b>	
SERIES NO.	RECORD SERIES TITLE and FUNCTION	OPR/ OFM	OFFICE or DIVISION LOCATION and MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
3.	ACCIDENT/INCIDENT REPORTS - EMPLOYEES - INSURED THROUGH LABOR & INDUSTRIES Made out by employee, supervisor and/or doctor. Includes in-house reports and other reports, which are submitted to other agencies as necessary.	OPR	<ul style="list-style-type: none"> <li>For accidents/ incidents involving adults NOT resulting in claims– 3 years</li> <li>For accidents/ incidents involving adults resulting in claims– closure plus 6 years</li> <li>For accidents/ incidents involving minors NOT resulting in claims - age of majority plus 3 years</li> <li>For accidents/ incidents involving minors resulting in claims – closure plus 6 years</li> </ul>	Destroy when obsolete or superseded	GS50-06C-03	The Local Records Committee suggests that policies, which allow claims retroactive to their period of coverage, should be retained permanently.  Consult your risk manager.
4.	AUDIOMETRIC TEST RECORDS	OFM	Retain for the duration of the affected employee's employment	Destroy when obsolete or superseded	GS51-05D-10	Please reference WAC 296-62-09041 (4b).
5.	CERTIFICATES OF INSURANCE ESSENTIAL RECORD – Needs security microfilm backup – See remarks.	OPR	PERMANENT	Destroy when obsolete or superseded	GS50-06C-04	This records series should be protected from loss or damage by storage of a security microfilm backup at the State Archives. Security microfilm must meet Washington State Archives technical standards.

Approved by the Local Records Committee – LGRRS June 2001  
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**GENERAL RETENTION SCHEDULE for  
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Records Category: <b>INSURANCE/RISK MANAGEMENT &amp; SAFETY</b>					Schedule Number: <b>L11</b>	
SERIES NO.	RECORD SERIES TITLE and FUNCTION	OPR/ OFM	OFFICE or DIVISION LOCATION and MINIMUM RETENTION PERIOD		DISPOSTION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
6.	CERTIFICATION OF EMPLOYER AS SELF-INSURER – INSURANCE / RISK MANAGEMENT/SAFETY	OFM	Department of Labor and Industries keeps primary copy - Termination plus 6 years	Keep until certification withdrawn or surrendered	GS50-06C-05	
7.	COMPENSATION QUARTERLY REPORTS - INSURANCE / RISK MANAGEMENT / SAFETY	OFM	Department of Labor and Industries keeps primary copy - 6 years	3 years	GS50-06C-06	
8.	DISASTER/EMERGENCY MANAGEMENT PLAN ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	OPR	Destroy when obsolete or superseded plus 6 years	Destroy when obsolete or superseded	GS50-06C-07	This records series should be protected from loss or damage by offsite storage of a security microfilm backup. Security microfilm must meet Washington State Archives technical standards.

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Records Category: <b>INSURANCE/RISK MANAGEMENT &amp; SAFETY</b>					Schedule Number: <b>L11</b>	
SERIES NO.	RECORD SERIES TITLE and FUNCTION	OPR/ OFM	OFFICE or DIVISION LOCATION and MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
9.	INCIDENT REPORTS AND ACCIDENT CLAIMS FOR DAMAGES FILED AGAINST THE AGENCY BY OTHER PARTIES, AND BY THE AGENCY AGAINST OTHER PARTIES (CLAIMS MADE OR PER OCCURRENCE) Includes vehicle accidents.	OPR	<ul style="list-style-type: none"> <li>For accidents/ incidents involving adults NOT resulting in claims– 3 years</li> <li>For accidents/ incidents involving adults resulting in claims– closure plus 6 years</li> <li>For accidents/ incidents involving minors NOT resulting in claims– age of majority plus 3 years</li> <li>For accidents/ incidents involving minors resulting in claims – closure plus 6 years</li> </ul>	Destroy when obsolete or superseded	GS50-06C-14	<p>The Local Records Committee suggests that policies, which allow claims retroactive to their period of coverage, should be retained permanently.</p> <p>Consult your risk manager.</p>
10.	INSURANCE AND SAFETY INSPECTION REPORTS	OFM	Termination of policy plus 6 years	Destroy when obsolete or superseded	GS50-06C-18	
11.	INSURANCE AUDITS, SURVEYS, REPORTS To document and analyze the coverage, premium costs, and self-insurance costs.	OFM	4 years	Destroy when obsolete or superseded	GS50-06C-15	

**Approved by the Local Records Committee – LGRRS June 2001  
L11 INSURANCE/RISK MANAGEMENT & SAFETY**

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Records Category: <b>INSURANCE/RISK MANAGEMENT &amp; SAFETY</b>					Schedule Number: <b>L11</b>	
SERIES NO.	RECORD SERIES TITLE and FUNCTION	OPR/ OFM	OFFICE or DIVISION LOCATION and <i>MINIMUM RETENTION PERIOD</i>		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
12.	INSURANCE POLICIES PURCHASED Includes accident, sickness, automobile, theft, fire liability, life, and all other insurance policies purchased by the agency. ESSENTIAL RECORD - Needs security backup - See remarks.	OPR	Termination of policy plus 6 years	Destroy when obsolete or superseded	GS50-06C-16	This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the locations of other copies inside or outside the agency.
13.	INSURANCE WAIVERS	OPR	6 years	Destroy when obsolete or superseded	GS50-06C-17	
14.	LIABILITY WAIVERS	OPR	Expiration or completion of activity plus 6 years	Destroy when obsolete or superseded	GS50-06C-28	
15.	MONTHLY STATEMENT OF BENEFITS PAID – INSURANCE / RISK MANAGEMENT / SAFETY	OPR	6 years	Destroy when obsolete or superseded	GS50-06C-19	
16.	NOISE EXPOSURE REPORTS	OFM	2 years	Destroy when obsolete or superseded	GS50-06D-04	Reference WAC 296-62-09041 (4a).
17.	NOTIFICATION OF PENALTY ASSESSMENT – INSURANCE / RISK MANAGEMENT / SAFETY	OPR	6 years	Destroy when obsolete or superseded	GS50-06C-20	
18.	OCCUPATIONAL INJURIES AND ILLNESSES U.S. BUREAU OF LABOR STATISTICS LOG AND SUMMARY	OFM	5 years	Destroy when obsolete or superseded	GS50-06C-21	
19.	REFERENCE AND INFORMATION MATERIALS RECEIVED FROM SAFETY AGENCIES A bulletin, pamphlets, notices.	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS51-05D-04	
20.	REPORTS OR STATEMENTS OF CLAIMS COSTS Compilations of costs of processing claims against self-insured liabilities.	OFM	4 years	Destroy when obsolete or superseded	GS50-06C-24	
21.	RESPIRATOR FIT TEST RECORDS	OFM	Retain until next test administered	Destroy when obsolete or superseded	GS51-05D-07	Please reference WAC 296-62-07194 (3).

**Approved by the Local Records Committee – LGRRS June 2001  
L11 INSURANCE/RISK MANAGEMENT & SAFETY**

**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

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Records Category: <b>INSURANCE/RISK MANAGEMENT &amp; SAFETY</b>					Schedule Number: <b>L11</b>	
SERIES NO.	RECORD SERIES TITLE and FUNCTION	OPR/ OFM	OFFICE or DIVISION LOCATION and <i>MINIMUM RETENTION PERIOD</i>		DISPOSTION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
22.	RESPIRATOR PROGRAM FILES	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS51-05D-08	Please reference WAC 296-62-07194 (4).
23.	RISK DATA Information compiled on the costs, liability for risks to which the agency is exposed, and the allocation of expense required to support the risk management program.	OFM	4 years	Destroy when obsolete or superseded	GS50-06C-25	
24.	SAFETY COMMITTEE MINUTES	OFM	1 year	Destroy when obsolete or superseded	GS51-05D-09	Please reference WAC 296-24-045 (4).
25.	SAFETY INSPECTION, STATE NOTICE AND CITATION	OPR	6 years	Destroy when obsolete or superseded	GS51-05D-05	
26.	WORKER'S COMPENSATION AND EMPLOYEE LIABILITY CLAIMS	OFM	Department of Labor and Industries keeps primary copy - PERMANENT - <b>See remarks</b>	Last payment plus completion of State Auditor's examination report.	GS50-06C-27	NOTE: For self-insured entities, the primary file copy will be maintained at the office of the self-insured for 6 years from date of closure.
27.	WORKPLACE HAZARD ASSESSMENT CERTIFICATION	OPR	Destroy when superseded plus 6 years	Destroy when obsolete or superseded	GS51-05D-06	

**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

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**Schedule Number: L12** includes previous Law Enforcement's - Incident Reports LAW-05A

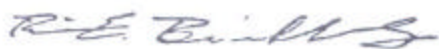
**Records Category: INCIDENT REPORTS**

- Documents those functions that provide incident data assembled in case investigations. Includes records of Law Enforcement reports, studies analyzing law enforcement activity within a municipality for specific kind of criminal activity or a given area may be valuable for long-term planning, analysis of trends in law enforcement, and for historical and other research. Contact your Local Regional Archivist for additional advice.
- **L12** applies to administrative and general operational records in paper, electronic and other formats, i.e. the following retention periods pertain to the primary copy of a record regardless of media. Retention periods for secondary copies that are produced for informational purposes only may be discarded when no longer needed unless otherwise specified.

When using this general retention schedule, records officers/coordinators should determine whether they are dealing with a primary or secondary copy the record series. General schedules are written in general titles and functions rather than identify specific individual documents or forms. Those records whose content and function are substantially the same as an item described on the schedule should be considered covered by that item. No one agency will have all of the record series listed in this general schedule. The listing of a record series does not mean that the agency must create such records.

**L12 INCIDENT REPORTS—Inclusive**

**Approved by the Washington State Local Government Records Committee: August 2001**



**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

12

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**Brian Buchholz  
For the Attorney General**

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**George Geyer  
For the State Auditor**

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**Steve Excell  
For the State Archivist**

**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

12

Records Category: <b>INCIDENT REPORTS</b>					Schedule Number: <b>L12</b>	
SERIES NO.	RECORD SERIES TITLE and FUNCTION	OPR/ OFM	OFFICE or DIVISION LOCATION and MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
1.	ALARM CALL REPORTS FILE Reports completed by individual officers responding to alarm calls. Reports list alarm type, time received, times arrived, reason for activation, and other related information. File also includes forms completed by businesses naming emergency contacts, location of safe, and other related information.	OFM	30 days or when administrative purposes served.	Destroy when obsolete or superseded	L12-01-01	
2.	ANIMAL CONTROL REPORT FILE Reports of animal control calls. Reports list information regarding animal bites, animals received from citizens, strays caught, animals taken to shelter or returned to owner, use of tranquilizer guns, and other related information.	OFM	1) Dangerous animals destroy when known dead or 5 years which ever comes first 2) Animal abuse cases destroy after 5 years 3) Remaining records destroy after 1 year	Destroy when obsolete or superseded	L12-01-02	
3.	CASE ASSIGNMENT CONTROL RECORDS	OFM	90 days	Destroy when obsolete or superseded	L12-01-03	
4.	CASE LOGS <b>-See remarks</b>	OFM	5 years	Destroy when obsolete or superseded	L12-01-04	Series relates to agencies using manual systems
5.	CENSUS TRACT FILES/GRID FILES <b>-See remarks</b>	OFM	5 years	Destroy when obsolete or superseded	L12-01-05	Series relates to agencies using manual systems
6.	CRIME CLASSIFICATION FILES <b>-See remarks</b>	OFM	5 years	Destroy when obsolete or superseded	L12-01-06	Series relates to agencies using manual systems
7.	CRIME SCENE NEGATIVES <b>-See remarks</b>	OFM	5 years	Destroy when obsolete or superseded	L12-01-07	Series relates to agencies using manual systems

**Approved by the Local Records Committee August 2001  
L12 Incident Reports**

**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

12

Records Category: <b>INCIDENT REPORTS</b>					Schedule Number: <b>L12</b>	
SERIES NO.	RECORD SERIES TITLE and FUNCTION	OPR/ OFM	OFFICE or DIVISION LOCATION and MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
8.	FIELD INTERROGATION REPORTS Consist of a limited informational report filled out by an officer on persons or vehicles that are suspicious at the time or place of contact, not of a criminal nature. It records the subject's name, address, height, weight, color of hair and eyes, date, time and location of occurrence, name of associates, officer's name who is conducting the interrogation and reason(s) stopped. No arrests are made or other reports filed of this momentary detention.	OFM	Current year plus 1 year	Destroy when obsolete or superseded	L12-01-08	
9.	LAW ENFORCEMENT REPORTS, STUDIES OR DATA QUERIES Having legal or fiscal value, such as reports covering use of equipment, personnel resources assigned, reports on crime or kinds of criminal activity in specific neighborhoods, individual officer notebooks, daily communications or other internal reports.	OPR	5 years or longer if needed to meet any legal obligations	Those having no legal or fiscal value or a secondary copy can be destroyed when obsolete or superseded	L12-01-09	NOTE: Reports and studies analyzing law enforcement activity within a municipality for specific kind of criminal activity or a given area may be valuable for long-term planning, analysis of trends in law enforcement, and for historical and other research
10.	MISSING PERSON/RUNAWAY RECORDS	OFM	5 years or Until located	Destroy when obsolete or superseded	L12-01-10	
11.	OFFENSE/INCIDENT REPORTS Offense and supplement offense reports; investigation reports and notes; witness and suspects statements; results of chemical analysis and polygraph tests; crime scene information and photographs; citations used in lieu of writ.	OFM	5 years Unsolved homicide – PERMANENT Abduction/Violent Sex Offenses – <b>See remarks</b>	Destroy when obsolete or superseded	L12-01-11	Reference CHRI Supplement – page 186 Appendix A  Abduction/Violent Sex Offense Incidents - HB 1176: Beginning July 25th, 1999, the Washington Association of Sheriffs and Police Chiefs (WASPC) has been designated by the Washington State Legislature to keep sexually violent offense incident records after the initial retention period. It will be the responsibility of

Approved by the Local Records Committee August 2001  
L12 Incident Reports



**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

12

Records Category: <b>INCIDENT REPORTS</b>					Schedule Number: <b>L12</b>	
SERIES NO.	RECORD SERIES TITLE and FUNCTION	OPR/ OFM	OFFICE or DIVISION LOCATION and <i>MINIMUM RETENTION PERIOD</i>		DISPOSTION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
						each agency to forward the violent sex offense incident records to the WASPC Office after the required retention period.
12.	SUPPLEMENTAL INDEX FILES Separate from Case Files – used as a tickler.	OFM	30 days	Destroy when obsolete or superseded	L12-01-12	
13.	TRAFFIC ACCIDENT REPORTS Includes all factual data submitted by officers, including BAC results or other tests administered, statements, photos, diagrams and measurement information.	OFM	<b>See remarks</b>	5 years	L12-01-13	Washington State Patrol has responsibility for primary copy

## GENERAL RETENTION SCHEDULE for LAW ENFORCEMENT AGENCIES

**Schedule Number: L13** includes records that may pertain to Law Enforcement agencies extracted from LOCAL GOVERNMENT RECORD RETENTION SCHEDULES category - Purchasing-Central Stores.

### Records Category: PURCHASING RECORDS

- Records include general purchasing records used by local agencies for procuring services, supplies and equipment.
- L13** applies to procurement (i.e. Central Stores, Purchasing) records in paper, electronic and other formats, i.e. the following retention periods pertain to the primary copy of a record regardless of media. Retention periods for secondary copies that are produced for informational purposes only may be discarded when no longer needed unless otherwise specified.

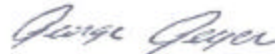
When using this general retention schedule, records officers/coordinators should determine whether they are dealing with a primary or secondary copy the record series. General schedules are written in general titles and functions rather than identify specific individual documents or forms. Those records whose content and function are substantially the same as an item described on the schedule should be considered covered by that item. No one agency will have all of the record series listed in this general schedule. The listing of a record series does not mean that the agency must create such records.

### L13 Purchasing Records—Inclusive

Approved by the Washington State Local Government Records Committee: June 2001



Brian Buccholz  
For the Attorney General



George Geyer  
For the State Auditor



Phillip Coombs  
The State Archivist

**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

12

Records Category: <b>PURCHASING</b>					Schedule Number: <b>L13</b>	
SERIES NO.	RECORD SERIES TITLE and FUNCTION	OPR/ OFM	OFFICE or DIVISION LOCATION and MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
64.	BID AND PROPOSAL FILES ( <i>SUCCESSFUL BIDS AND PROPOSALS ONLY</i> ) – PURCHASING Case histories of requests for bids and proposals to provide the agency with goods and services, including specifications, the chosen bid or proposal, and statements of qualification.	OPR	6 years after completion of purchase or fulfillment of contract	Destroy when obsolete or superseded	GS50-08A-01	
65.	CONSULTANT AND CONTRACTOR ROSTERS – PURCHASING	OFM	Destroy when superseded plus 6 years	Destroy when obsolete or superseded	GS50-08A-02	
66.	DAMAGE AND LOSS CLAIMS – PURCHASING	OFM	Keep until completion of State Auditor's examination, plus 6 years if there is a monetary settlement	Destroy when obsolete or superseded	GS50-08A-03	
67.	DEBIT/CREDIT CHARGES – PURCHASING	OFM	3 years	Destroy when obsolete or superseded	GS50-08A-04	
68.	DELIVERY RECEIPT-INTERNAL – PURCHASING	OFM	3 years	Destroy when obsolete or superseded	GS50-08A-05	
69.	EQUIPMENT/VEHICLE PARTS ORDERS – PURCHASING	OFM	3 years	Destroy when obsolete or superseded	GS50-06E-21	
70.	INVENTORY OF MATERIALS/EQUIPMENT, CHANGES AND TRANSFERS – PURCHASING	OFM	3 years	Destroy when obsolete or superseded	GS50-08B-02	
71.	INVENTORY/YEAR-END REPORT – PURCHASING	OFM	3 years	Destroy when obsolete or superseded	GS50-08B-03	
72.	MATERIALS DISBURSEMENT TICKETS – PURCHASING	OFM	3 years	Destroy when obsolete or superseded	GS50-08B-04	
73.	MATERIALS ORDERS/REQUISITIONS – PURCHASING	OFM	3 years	Destroy when obsolete or	GS50-08B-05	

Approved by the Local Records Committee (LGRRS) June 2001  
L13 PURCHASING

**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

12

Records Category: <b>PURCHASING</b>					Schedule Number: <b>L13</b>	
SERIES NO.	RECORD SERIES TITLE and FUNCTION	OPR/ OFM	OFFICE or DIVISION LOCATION and MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
				superseded		
74.	MATERIALS RECEIPTS – PURCHASING	OFM	3 years	Destroy when obsolete or superseded	GS50-08B-06	
75.	MATERIALS RECEIVING AND DISBURSEMENT REPORTS – PURCHASING	OFM	3 years	Destroy when obsolete or superseded	GS50-08B-07	
76.	PACKING SLIPS – PURCHASING	OFM	Until confirmation of materials received	Destroy when obsolete or superseded	GS50-08B-08	
77.	PRICE CHECKS AND INFORMAL QUOTATIONS – PURCHASING	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-08A-06	
78.	PURCHASE ORDER, REQUISITION AND BID LOGS LISTING Listing of purchase order, requisitions and/or bids in numerical order, including date, item, amount, department, and vendor.	OFM	3 years	Destroy when obsolete or superseded	GS50-08A-07	
79.	PURCHASE/FIELD ORDERS Official statement documenting the purchase of commodities, goods or services on contract or not subject to bid.	OPR	6 years	Destroy when obsolete or superseded	GS50-08A-08	
80.	RECEIVING REPORTS Listing of items actually delivered to purchaser used to make sure that the shipment is correct and complete.	OPR	6 years	Destroy when obsolete or superseded	GS50-08A-09	
81.	REQUISITIONS Official statement documenting the purchase of commodities, goods, or services subject to bid.	OPR	6 years	Destroy when obsolete or superseded	GS50-08A-10	
82.	UNSUCCESSFUL BIDS AND PROPOSALS Includes statement of qualification.	OFM	2 years	Destroy when obsolete or superseded	GS50-08A-11	
83.	WITHDRAWAL/CANCELLATION/CHANGE OF PURCHASE ORDERS	OPR	6 years	Destroy when obsolete or superseded	GS50-08A-12	
84.	WOMEN AND MINORITY OWNED BUSINESS	OPR	6 years	Destroy when	GS50-08A-13	<b>Note:</b> Initiative Measure 200

Approved by the Local Records Committee (LGRRS) June 2001  
L13 PURCHASING

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**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

12

Records Category: <b>PURCHASING</b>					Schedule Number: <b>L13</b>	
SERIES NO.	RECORD SERIES TITLE and FUNCTION	OPR/ OFM	OFFICE or DIVISION LOCATION and <i>MINIMUM RETENTION PERIOD</i>		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
	ENTERPRISE (WMBE) VENDOR COMPLIANCE REPORTS			obsolete or superseded		<i>went into affect 12/98. Purging of these files may begin in 2005.</i>

**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

**Schedule Number: L14 NEW SECTION**


**Records Category: INTELLIGENCE RECORDS**

- These records may contain information often of a personal nature, about individuals, groups, corporations, etc, concerning their possible involvement in or relationship to organized criminal activity. As responsible information custodians, it is imperative that the information contain in these records properly safeguarded to ensure that people who handle the information know how it will be handled and protected and well as institute additional privacy protections that it remain non-disclosable and disposed of properly.
- **L14** applies to intelligence records in paper, electronic and other formats, i.e. the following retention periods pertain to the primary copy of a record regardless of media. Retention periods for secondary copies should not be produced for informational purposes.

When using this general retention schedule, records officers/coordinators should determine whether they are dealing with a primary or secondary copy the record series. General schedules are written in general titles and functions rather than identify specific individual documents or forms. Those records whose content and function are substantially the same as an item described on the schedule should be considered covered by that item. No one agency will have all of the record series listed in this general schedule. The listing of a record series does not mean that the agency must create such records.

**L14 INTELLIGENCE RECORDS-- Inclusive**

**Approved by the Washington State Local Government Records Committee: August 2001**



**Brian Buchholz**  
For the Attorney General



**George Geyer**  
For the State Auditor



**Steve Excell**  
For the State Archivist

**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

Records Category: <b>INTELLIGENCE RECORDS</b>					Schedule Number: <b>L14</b>	
SERIES NO.	RECORD SERIES TITLE and FUNCTION	OPR/ OFM	OFFICE or DIVISION LOCATION and <i>MINIMUM RETENTION PERIOD</i>		DISPOSTION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
1.	CONFIDENTIAL INFORMANT FILES Contains sensitive and personally identifiable information about individuals that must be properly safeguarded. Non-disclosable.	OFM	5 years or until obsolete or superceded –see remarks	Destroy when obsolete or superseded	L14-01-01	Shred when disposing
2.	CRIMINAL ACTIVITY PROFILE (CAP) Information on organized crime activity set up by crime type ("MO")	OFM	3 years	Destroy when obsolete or superseded	L14-01-02	
3.	INCIDENTIAL DOCUMENT FILE Restricted files containing temporary documents on individuals and organizations suspected of organized crime activity.	OFM	3 years	Destroy when obsolete or superseded	L14-01-03	
4.	INTELLIGENCE HISTORICAL FILES Investigative topics that may have historical value and be of interest to the public such as punchboards, pull tabs, blue laws, etc.	OFM	PERMANENT	Destroy when obsolete or superseded	L14-01-04	
5.	LAW ENFORCEMENT INTELLIGENCE UNIT (LEIU) California based unit of information on traveling organized crime subjects.	OFM	When obsolete or superseded	Destroy when obsolete or superseded	L14-01-05	
6.	NAME/INDIVIDUAL SUBJECT FILE Contains permanent files on individuals and organizations suspected of organized crime activity.	OFM	3 years or when obsolete or superseded	Destroy when obsolete or superseded	L14-01-06	
7.	PUBLIC INFORMATION FILE Various investigative publications and reference materials open to public review	OFM	Current plus 1 year	Destroy when obsolete or superseded	L14-01-07	

## GENERAL RETENTION SCHEDULE for LAW ENFORCEMENT AGENCIES

**Schedule Number: L15** includes previous Law Enforcement's - Jail Records LAW-06.


### Records Category: JAIL RECORDS

- Documents administrative and operational procedures of the incarceration process of the agency detention center Includes records that document the procedures and administration of incarceration of prisoners, occupancy or conditions. These records may be useful for long-term planning, analysis of trends in law enforcement, and for historical or other research value. Contact your Regional Archivist for additional advice or for transferring those records designated archival.
- **L15** applies to jail records in paper, electronic and other formats, i.e. the following retention periods pertain to the primary copy of a record regardless of media. Retention periods for secondary copies that are produced for informational purposes only may be discarded when no longer needed unless otherwise specified.

When using this general retention schedule, records officers/coordinators should determine whether they are dealing with a primary or secondary copy the record series. General schedules are written in general titles and functions rather than identify specific individual documents or forms. Those records whose content and function are substantially the same as an item described on the schedule should be considered covered by that item. No one agency will have all of the record series listed in this general schedule. The listing of a record series does not mean that the agency must create such records.

### L15 JAIL RECORDS—Inclusive

Approved by the Washington State Local Government Records Committee: July 2001



Brian Buchholz  
For the Attorney General



George Geyer  
For the State Auditor



Steve Excell  
For the State Archivist



**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

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Records Category: <b>JAIL RECORDS</b>					Schedule Number: <b>L15</b>	
SERIES NO.	RECORD SERIES TITLE and FUNCTION	OPR/ OFM	OFFICE or DIVISION LOCATION and <i>MINIMUM RETENTION PERIOD</i>		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
1.	ACCOUNTING RECORDS ( <i>See schedule L-01</i> ) For receivables/payables such as records pertaining to: Work release National Health Labs Billings, Invoices for items purchased from inmate Welfare Fund, Commissary, pop machines, cable, newspapers etc. These general accounting records can also be used for Jail bank statements, ledger reconciliation's, etc.					
2.	APPLICATION OF CHANGE IN MAXIMUM FACILITY CAPACITY Includes determinations for facility staffing and related records victim	OFM	2 years after superseded by subsequent change in capacity	Destroy when obsolete or superseded	L15-01-01	
3.	AUTHORIZATIONS FOR CONFINEMENT Filled out by arresting officer at time of booking stating charges and bail.	OFM	5 years	Destroy when obsolete or superseded	L15-01-02	
4.	BAIL RECEIPT/BAIL BONDS	OPR	6 years	Destroy when obsolete or superseded	L15-01-03	
5.	BED ASSIGNMENT DIAGRAM	OFM	Until Superseded	Destroy when obsolete or superseded	L15-01-04	
6.	BILLINGS FOR CONTRACT CITIES Rent a cell	OPR	3 years or Completion of Audit	Destroy when obsolete or superseded	L15-01-05	
7.	CHRONOLOGICAL RECORDS Index for materials filed in inmate file.	OFM	Termination plus 5 years	Destroy when obsolete or superseded	L15-01-06	
8.	CLASSIFICATION ACTION REQUEST Documents inmates request to classification committee for change(s) in privileges, work or treatment plans; also documents committee's response.	OFM	3 years	Destroy when obsolete or superseded	L15-01-07	
9.	COMMISSARY/KITCHENS ACCOUNTS Warrants checks, inmate cash transactions, receipts/ vouchers and registers/journals.	OPR	3 years or Completion of Audit	Destroy when obsolete or superseded	L15-01-08	
10.	COMMISSARY/KITCHENS FILES – MENUS/SPECIAL DIET ORDER LOG	OFM	2 years	Destroy when obsolete or superseded	L15-01-09	

Approved by the Local Records Committee August 2001  
**L15 Jail Records**

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**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

134

Records Category: <b>JAIL RECORDS</b>					Schedule Number: <b>L15</b>	
SERIES NO.	RECORD SERIES TITLE and FUNCTION	OPR/ OFM	OFFICE or DIVISION LOCATION and MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
11.	COMMISSARY/KITCHENS FREE ISSUE CHECK SHEETS (INDIGENTS) To track inmate request for tobacco, soap, toothpaste, stamps, art paper, and etc.	OFM	3 years	Destroy when obsolete or superseded	L15-01-10	
12.	COMMISSARY/KITCHENS INVENTORY Records of items on commissary, when purchased, amount sold to inmates, inventory of items in commissar.	OFM	3 years	Destroy when obsolete or superseded	L15-01-11	
13.	COMMUNITY SCREENING RESULTS Used to communicate decision of the community screening committee to all concerned.	OFM	6 years	Destroy when obsolete or superseded	L15-01-12	
14.	COMPLAINT OR INCIDENT REPORT Involving alleged prisoner abuse, injury, or similar occurrence showing description of the problem, identifying the individuals involved and stating the action taken, after any litigation has been completed.	OPR	Release plus 6 years	Destroy when obsolete or superseded	L15-01-13	
15.	COURT ORDERS ( <i>inmate copy</i> ) Copies of orders establishing conditions of release, copies of final disposition, copies of commitments.	OFM	6 years	Destroy when obsolete or superseded	L15-01-14	
16.	DECK LOGS Log entries by deck officers as to their comments on all activities on the deck, disciplinary action taken, headcounts, maintenance notations, caution notes, and any other types of documentation necessary for efficient and safe operation of the deck.	OFM	6 years	Destroy when obsolete or superseded	L15-01-15	
17.	DENIED/NO-SHOW WORK RELEASE FILES Copy of commitment order correspondence relating to reason for denial and/or no-show	OFM	6 years	Destroy when obsolete or superseded	L15-01-16	
18.	DIETARY SERVICES RECORDS Food service records, including meal counts, rosters of inmates' diet orders, and dietary services studies.	OFM	Until obsolete or inmate released	Destroy when obsolete or superseded	L15-01-17	
19.	DISCIPLINARY HEARING REPORT Documents hearing process and results for all Work	OFM	6 years	Destroy when obsolete or	L15-01-18	

Approved by the Local Records Committee August 2001  
**L15 Jail Records**

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**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

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Records Category: <b>JAIL RECORDS</b>					Schedule Number: <b>L15</b>	
SERIES NO.	RECORD SERIES TITLE and FUNCTION	OPR/ OFM	OFFICE or DIVISION LOCATION and MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
	Release inmates other than State Dept. of Corrections inmates			superseded		
20.	FACILITY HOUSING SUPERVISOR LOG/INMATES' SURVEILLANCE ACTIVITIES LOG May include security surveillance written logs. Activity logs that identifies inmate visitors, phone calls, and mail, and records of visits to cells by officers checking on condition of inmates.	OFM	3 years	Destroy when obsolete or superseded	L15-01-19	
21.	FACILITY OR LOCK-UP REPORTS Reports captioning legal and fiscal information.	OPR	6 years	Destroy when obsolete or superseded	L15-01-20	May include studies analyzing facility prisoners, occupancy or conditions may be useful for long-term planning, analysis of trends in law enforcement and for historical and other research
22.	GENERAL PROGRAM RECORDS (WORK RELEASE) <ul style="list-style-type: none"> <li>▪ AA Attendance Records</li> <li>▪ Contracts (weekenders, trustee, professional services)</li> <li>▪ Data control sheet of pertinent information &amp; resident's sponsor/visitor list</li> <li>▪ Extra work detail assignment log</li> <li>▪ Individual movement records of time spend outside the release facility (<i>Including home monitoring records</i>)</li> <li>▪ Inmate class attendance accountability records</li> <li>▪ Order of suspension, arrest and detention – pending disciplinary action</li> <li>▪ Outing records (social, sponsored, individual sponsored sign-out logs, passes)</li> <li>▪ Pay check log</li> <li>▪ Population roster;</li> <li>▪ Resident drug and alcohol testing log (number of test given to each resident) &amp; test results, and test request</li> <li>▪ Sponsor background checks</li> </ul>	OFM	3 years upon completion	Destroy when obsolete or superseded	L15-01-21	Reference RCW 9a.76.120/130, 9.94A 030/180/185/190/380

Approved by the Local Records Committee August 2001  
**L15 Jail Records**

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**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

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Records Category: <b>JAIL RECORDS</b>					Schedule Number: <b>L15</b>	
SERIES NO.	RECORD SERIES TITLE and FUNCTION	OPR/ OFM	OFFICE or DIVISION LOCATION and MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
	▪ Visitor logs (general, professional)					
23.	HEALTH AND SANITATION INSPECTION AND RELATED RECORDS Includes records of action taken to correct any problems	OFM	3 years		L15-01-22	
24.	INFRACTION/OBSERVATION REPORTS AND REPORTS OF INMATE DISCIPLINARY ACTION	OFM	Release plus 6 years	Destroy when obsolete or superseded	L15-01-23	
25.	IN-HOUSE EDUCATION FILES Consist of DWI Detention Center Classes, Victims panel, driving while suspended and various other classes. May contain medical screen sheet, booking records sentence memo, fee agreement, vital information data and referral source.	OFM	Case closed plus 1 year	Destroy when obsolete or superseded	L15-01-24	
26.	INMATE MEDICAL FILES Records relating to the medical condition of and medical treatment given to each prisoner, including medical screening reports, medical isolation reports, physicians or allied health personnel reports, and records of medications given or medical procedures administered and expenses incurred there in.	OPR	Release plus 6 years	Destroy when obsolete or superseded	L15-01-25	Reference WAC 289.14.130
27.	INMATE REQUEST (KITES) Includes request for sick call, non-prescription medication, personal care items, correspondence mailings, staff, academic, religious, vocational interviews and other general inmate request.	OFM	3 years	Destroy when obsolete or superseded	L15-01-26	
28.	INMATE/EMPLOYER AGREEMENT Agreement to mail paychecks directly to the facility and not give them to inmate. Use must be imposed as a disciplinary sanction.	OFM	6 years	Destroy when obsolete or superseded	L15-01-27	

Approved by the Local Records Committee August 2001  
**L15 Jail Records**

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**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

137

Records Category: <b>JAIL RECORDS</b>					Schedule Number: <b>L15</b>	
SERIES NO.	RECORD SERIES TITLE and FUNCTION	OPR/ OFM	OFFICE or DIVISION LOCATION and MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
29.	INMATE'S WELFARE FUND Miscellaneous items purchased from inmate's welfare fund.	OPR	6 years	Destroy when obsolete or superseded	L15-01-28	
30.	INSPECTION LOGS (WEEKLY) Logs of weekly inspections of units.	OFM	4 years	Destroy when obsolete or superseded	L14-01-29	
31.	JAIL REGISTER/BLOTTER A summary record, in some form, of each person committed to a jail, showing at a minimum, the name and gender of the person, intake number, thereon for their commitment or confinement and the date of their release or transfer.	OPR	Release of last person entered plus 6 years. Potentially archival – See remarks	Destroy when obsolete or superseded	L15-01-30	Reference RCW 70.48.100. Please contact your Regional Archivist before disposing of this record.
32.	KEY LOG	OFM	3 years	Destroy when obsolete or superseded	L15-01-31	
33.	MAIL/ VISITOR /ATTORNEY LOGS	OFM	1 year	Destroy when obsolete or superseded	L15-01-32	
34.	MONTHLY JAIL REPORT	OFM	2 years	Destroy when obsolete or superseded	L15-01-33	
35.	MONTHLY WORK RELEASE FILES May contain referral sheets (i.e. inmates accepted, released, removed for disciplinary reasons, AWOL's, and whether an inmate is a county or municipal prisoner); reports contain dates of entry and release from work release for a given month (i.e. indicates whether a work release client is a county or municipal prisoner, reporting total man hours for prisoners on work release program during a given month).	OFM	6 years	Destroy when obsolete or superseded	L15-01-34	
36.	NOTICE OF TERMINATION HEARING, ALLEGATIONS AND RIGHTS	OFM	5 years	Destroy when obsolete or superseded	L15-01-35	

Approved by the Local Records Committee August 2001  
**L15 Jail Records**

**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

138

Records Category: <b>JAIL RECORDS</b>					Schedule Number: <b>L15</b>	
SERIES NO.	RECORD SERIES TITLE and FUNCTION	OPR/ OFM	OFFICE or DIVISION LOCATION and MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
37.	OUT OF STATE PRISONER TRANSPORTATION AUTHORIZATION RECORDS Authorization of extradition	OPR	Extradition plus 6 years	Destroy when obsolete or superseded	L15-01-36	
38.	OUT OF STATE PRISONER TRANSPORTATION DETERMINATION RECORDS Includes determination records for transportation (see Administrative Records for authorizations)	OFM	State Dept. of Corrections has primary record responsibility	Transfer plus 1 year	L15-01-37	
39.	PAYMENT AUTHORIZATIONS FROM INMATES Documents inmate's request to disburse money for various purposes.	OPR	6 years	Destroy when obsolete or superseded	L15-01-38	
40.	POPULATION COUNTS (DAILY TANK ROSTER) Including daily census of prisoners and housing assignments	OFM	3 years	Destroy when obsolete or superseded	L15-01-39	

**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

139

Records Category: <b>JAIL RECORDS</b>					Schedule Number: <b>L15</b>	
SERIES NO.	RECORD SERIES TITLE and FUNCTION	OPR/ OFM	OFFICE or DIVISION LOCATION and MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
41.	<b>PRISONER CASE RECORDS (JACKETS)</b> Including but not limited to: <ul style="list-style-type: none"> <li>▪ Information gathered on arrested individuals soon after booking for classification and assessment, consideration for release on recognizance</li> <li>▪ Good time assessment records</li> <li>▪ Commitment (may include records of personal property taken from prisoner)</li> <li>▪ Court records</li> <li>▪ General information history</li> <li>▪ Pre-sentence investigation reports</li> <li>▪ Record sheets from other agencies</li> <li>▪ Record of letters written and received, copies of general correspondence concerning prisoner</li> <li>▪ Reports of infractions of rules</li> <li>▪ Prisoner's health records</li> <li>▪ Psychological evaluations</li> <li>▪ Suicide watch prevention screening records</li> <li>▪ Security surveillance, but not including commissary/kitchen records</li> <li>▪ Record sheets from other agencies</li> <li>▪ Work release files</li> </ul>	OPR	End of last incarceration plus 6 years	Destroy when obsolete or superseded	L15-01-40	Reference RCW 43.43.705
42.	<b>PRISONER EXERCISE RECORDS</b> Includes schedule of exercise periods, results of exercise area searches and explanation of any limitations of exercise.	OFM	3 years	Destroy when obsolete or superseded	L15-01-41	
43.	<b>PRISONER TRANSPORT FILES</b>	OFM	5 years	Destroy when obsolete or superseded	L15-01-42	
44.	<b>PROBATION/CORRECTION LOG</b>	OFM	1 year	Destroy when obsolete or superseded	L15-01-43	

Approved by the Local Records Committee August 2001  
**L15 Jail Records**

**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

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Records Category: <b>JAIL RECORDS</b>					Schedule Number: <b>L15</b>	
SERIES NO.	RECORD SERIES TITLE and FUNCTION	OPR/ OFM	OFFICE or DIVISION LOCATION and MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
45.	PROMISSORY NOTES Used to maintain control of any inmates who owe the program money when released	OPR	Payment plus 6 years	Destroy when obsolete or superseded	L15-01-44	
46.	PROPERTY RECEIPTS ( <i>other than bookings</i> ) Receipts for property received by inmate after booking. (Receipts for property received at booking maintained in wrap jackets)	OPR	6 years	Destroy when obsolete or superseded	L15-01-45	
47.	RAZOR LOG	OFM	1 years	Destroy when obsolete or superseded	L15-01-46	
48.	RELEASE RECAP Chronological listing of all inmates released from jail the previous day	OFM	PERMANENT	Destroy when obsolete or superseded	L15-01-47	
49.	RESIDENT IDENTIFICATION APPROVAL TO OPERATE A VEHICLE	OFM	6 years	Destroy when obsolete or superseded	L15-01-48	
50.	RESIDENT LIABILITY WAIVER AND RESIDENT CONTRACT Inmate's agreement to pay room and board and waive the county's liability	OFM	Termination plus 6 years	Destroy when obsolete or superseded	L15-01-49	
51.	RESIDENT PROPERTY INVENTORY Used to maintain personal property inmates have in the facility and/or remove from the facility. May also include receipt documentation of facility bedding issued etc. and the return upon their release.	OFM	Completion of State Auditor's report	Destroy when obsolete or superseded	L15-01-50	
52.	RESIDENT PROPERTY RULES Provides facility with an expedient means of releasing inmate property should the need arise.	OFM	Until Superseded	Destroy when obsolete or superseded	L15-01-51	
53.	RESIDENT SEARCH NOTICE Documents notification to resident of how, when, where, etc. the inmate may be searched.	OFM	5 years	Destroy when obsolete or superseded	L15-01-52	
54.	RESIDENT TREATMENT PLAN Contains inmate activity other than work, school, sponsored social settings	OFM	Release plus 3 years	Destroy when obsolete or superseded	L15-01-53	

Approved by the Local Records Committee August 2001  
**L15 Jail Records**

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**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

141

Records Category: <b>JAIL RECORDS</b>					Schedule Number: <b>L15</b>	
SERIES NO.	RECORD SERIES TITLE and FUNCTION	OPR/ OFM	OFFICE or DIVISION LOCATION and MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
55.	RESIDENT VEHICLE I.D. APPROVAL TO OPERATE	OFM	6 years	Destroy when obsolete or superseded	L15-01-54	
56.	RESIDENT WORK PLAN Day, hour and/or type of work.	OFM	Release plus 6 years	Destroy when obsolete or superseded	L15-01-55	
57.	REVIEW AND CENSORSHIP RECORDS FOR INCOMING PRINTED MATERIALS AND PUBLICATIONS Includes evaluations by staff and suitability determinations prior to inmate distribution.	OFM	3 years	Destroy when obsolete or superseded	L15-01-56	
58.	SOCIAL OUTING AGREEMENT	OPR	6 years	Destroy when obsolete or superseded	L15-01-57	
59.	STANDARD RULES Documents resident acknowledgement of nine state standard Work Release rules.	OFM	Release plus 3 years	Destroy when obsolete or superseded	L15-01-58	
60.	STATE HOLD REPORTS Weekly/monthly reports listing inmates currently held on probation holds, parole holds, state work release holds, and institutional holds	OFM	6 years	Destroy when obsolete or superseded	L15-01-59	
61.	SUBSTITUTE JAIL ORDER Authorization for temporary confinement of some of all prisoners in another jail facility, and the related records (does not include out-of-state or transfers to the Washington Corrections Center)	OFM	3 years	Destroy when obsolete or superseded	L15-01-60	
62.	TERMINATION CUSTODY DECISION	OFM	5 years	Destroy when obsolete or superseded	L15-01-61	
63.	TRUSTEE ROSTER	OFM	1 year	Destroy when obsolete or superseded	L15-01-62	
64.	VIDEO SURVEILLANCE TAPES When recording relates to specific case investigation of prisoner.	OPR	Release plus 6 years (see prisoner case records)	Destroy when obsolete or superseded	L15-01-63	

Approved by the Local Records Committee August 2001

**L15 Jail Records**

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**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

142

Records Category: <b>JAIL RECORDS</b>					Schedule Number: <b>L15</b>	
SERIES NO.	RECORD SERIES TITLE and FUNCTION	OPR/ OFM	OFFICE or DIVISION LOCATION and MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
65.	VIDEO SURVEILLANCE TAPES When recording does not relate to specific case investigation, such as routine surveillance of prisoners.	OFM	6 months	Destroy when obsolete or superseded	L15-01-64	
66.	VIDEO TAPE OR OTHER RECORDINGS OF BOOKINGS OR ARREST PROCESSING When NO litigation and/or criminal proceedings have commenced (see Evidence section if criminal proceedings have commenced)	OFM	3 years	Destroy when obsolete or superseded	L15-01-65	
67.	VISITATION FILES Names of inmates with approved special visits; listing of approved visitors for church services; listing of agencies approved for visiting rights	OFM	Until Superseded	Destroy when obsolete or superseded	L15-01-66	
68.	WORK RELEASE LOG BOOK Contains orders and directions to coordinate shift activities (day/swing/graveyard), may also contain information about unusual activities, entries about mechanical or electrical deficiencies, inmate status changes, and follow-up direction for shifts.	OFM	6 years	Destroy when obsolete or superseded	L15-01-67	
69.	WORK/DETAIL ASSIGNMENTS	OFM	1 year	Destroy when obsolete or superseded	L15-01-68	

## GENERAL RETENTION SCHEDULE for LAW ENFORCEMENT AGENCIES

**Schedule Number: L16** includes records that may pertain to Law Enforcement agencies extracted from LOCAL GOVERNMENT RECORD RETENTION SCHEDULES category – Legal Counsel Records.

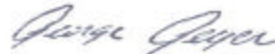
### Records Category: LEGAL COUNSEL RECORDS

- LEGAL Records contain records involving local agencies handled by the Office of the Attorney General, primarily by Assistant Attorneys General assigned to each local agency. Therefore, most records pertaining to legal actions are centralized under the auspices of the Attorney General. However, many local agencies maintain separate files of correspondence with the Attorney General's Office, informal letter opinions, formal opinions and issue files on legal matters pertaining to the agency.
- L16** applies to Legal records in paper, electronic and other formats, i.e. the following retention periods pertain to the primary copy of a record regardless of media. Retention periods for secondary copies that are produced for informational purposes only may be discarded when no longer needed unless otherwise specified.

When using this general retention schedule, records officers/coordinators should determine whether they are dealing with a primary or secondary copy the record series. General schedules are written in general titles and functions rather than identify specific individual documents or forms. Those records whose content and function are substantially the same as an item described on the schedule should be considered covered by that item. No one agency will have all of the record series listed in this general schedule. The listing of a record series does not mean that the agency must create such records.

### L16 Legal Counsel Records—Inclusive

Approved by the Washington State Local Government Records Committee: June 2001



**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

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**Brian Bucholz  
For the Attorney General**

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**George Geyer  
For the State Auditor**

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**Phillip Coombs  
For the State Archivist**

**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

Records Category: <b>LEGAL RECORDS</b>					Schedule Number: <b>L16</b>	
SERIES NO.	RECORD SERIES TITLE and FUNCTION	OPR/ OFM	OFFICE or DIVISION LOCATION and <i>MINIMUM RETENTION PERIOD</i>		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
1.	ATTORNEY GENERAL OPINIONS	OFM	Office of the Attorney General - PERMANENT	Destroy when obsolete or superseded.	GS53-02-01	
2.	BOND PROJECT FILES – LEGAL COUNSEL Contract, correspondence and other legal documents for bond projects (conduit & non-conduit).	OPR	6 years after redemption of project or building bonds	Destroy when obsolete or superseded	GS53-02-06	
3.	LEGAL ISSUES/ADVICE FILES	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS53-02-05	
4.	LEGAL OPINIONS Official interpretations <u>published</u> by agency or <u>government</u> attorney regarding questions of legal rights or liabilities affecting the agency or any of its departments and offices.	OPR	PERMANENT - Potential archival value - See remarks	Destroy when obsolete or superseded	GS53-02-03	Please contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
5.	LITIGATION CASE FILES Documentation of a civil suit by the agency against another party or defense of the agency and/or agency employee against suit by another party.	OFM	Agency Record Copy - Case closed plus 10 years	Destroy when obsolete or superseded - Potential archival value - See remarks	GS53-02-04	Primary copies of official court documents are held permanently by the Clerk of Superior Court, or 10 years by the District or Municipal Court Administrator. Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.

## GENERAL RETENTION SCHEDULE for LAW ENFORCEMENT AGENCIES

**Schedule Number: L17** includes previous Law Enforcement's – Licenses/Firearms/Pawnshops LAW 05.

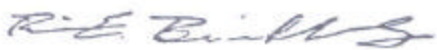
### **Records Category: LICENSES, PERMITS AND ASSOCIATED DOCUMENTS**

- Includes those activities related to firearms licensing, permits records pertaining to Law Enforcement.
- **L17** applies to Personnel and Payroll records in paper, electronic and other formats, i.e. the following retention periods pertain to the primary copy of a record regardless of media. Retention periods for secondary copies that are produced for informational purposes only may be discarded when no longer needed unless otherwise specified.

When using this general retention schedule, records officers/coordinators should determine whether they are dealing with a primary or secondary copy the record series. General schedules are written in general titles and functions rather than identify specific individual documents or forms. Those records whose content and function are substantially the same as an item described on the schedule should be considered covered by that item. No one agency will have all of the record series listed in this general schedule. The listing of a record series does not mean that the agency must create such records.

### **L17 Licenses, Permits and Associated Documents—Inclusive**

**Approved by the Washington State Local Government Records Committee: August 2001**



**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

**Brian Buchholz  
For the Attorney General**

**George Geyer  
For the State Auditor**

**Steve Excell  
For the State Archivist**

**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

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Records Category: <b>LICENSING, PERMITS AND ASSOCIATED DOCUMENTS</b>					Schedule Number: <b>L17</b>	
SERIES NO.	RECORD SERIES TITLE and FUNCTION	OPR/ OFM	OFFICE or DIVISION LOCATION and <i>MINIMUM RETENTION PERIOD</i>		DISPOSTION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
1.	CONCEALED PISTOL LICENSE/PERMIT FILES (APPROVED)	OFM	6 years after renewed, canceled, revoked or expired	Destroy when obsolete or superseded	L17-01-01	
2.	CONCEALED PISTOL LICENSE/PERMIT FILES (DISAPPROVED)	OFM	2 years	Destroy when obsolete or superseded	L17-01-02	
3.	FIREARM PURCHASE/TRANSFER REQUEST	OFM	20 days after receipt if purchaser is not prohibited from receiving a firearm – <b>See remarks</b>	Destroy when obsolete or superseded	L17-01-03	Reference RCW 09.41.040 and the Federal Gun Control Act section 922 (18 U.S.C. §§ 922).
4.	FIREARMS STOLEN OR MISSING (also see L09 -Evidence Files)	OFM	30 days after firearms are located or destroyed	Destroy when obsolete or superseded	L17-01-04	
5.	HULK/HOUSE MOVING & SPECIAL VEHICLE PERMITS	OFM	1 year	Destroy when obsolete or superseded	L17-01-05	Moved to Specialized Equipment
6.	LICENSED FIREARMS DEALERS	OFM	Department of Licensing is responsible for primary copy. 1 year after expiration of license	Destroy when obsolete or superseded	L17-01-06	
7.	LIST OF FIREARMS DEALERS	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	L17-01-07	

Approved by the Local Records Committee August 2001  
L17 LICENSING, PERMITS AND ASSOCIATED DOCUMENTATION

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**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

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Records Category: <b>LICENSING, PERMITS AND ASSOCIATED DOCUMENTS</b>					Schedule Number: <b>L17</b>	
SERIES NO.	RECORD SERIES TITLE and FUNCTION	OPR/ OFM	OFFICE or DIVISION LOCATION and <i>MINIMUM RETENTION PERIOD</i>		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
8.	MISCELLANEOUS LICENSES May include: <ul style="list-style-type: none"> <li>▪ GAMBLING AND LIQUOR LICENSES</li> <li>▪ TAXI OPERATOR</li> <li>▪ SECURITY GUARD/PRIVATE INVESTIGATOR</li> <li>▪ PAWNBROKER</li> <li>▪ SPECIALIZED FOREST PRODUCTS HARVESTING</li> <li>▪ PEDDLERS</li> <li>▪ OTHER LOCAL PERMITS.</li> </ul> <i>(Bicycle registration see L25 Crime Prevention)</i>	OFM	Destroy when expired or superseded	Destroy when obsolete or superseded	L17-01-08	Reference WAC 230-04-280.
9.	PARADE PERMITS Documents parades, parade routes, and traffic control activities in regards to parades.	OFM	1 year	Destroy when obsolete of superseded	L17-01-09	

**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

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**Schedule Number: L18** includes records that may pertain to Law Enforcement agencies extracted from LOCAL GOVERNMENT RECORD RETENTION SCHEDULES category - Mail Services.

**Records Category: MAIL SERVICES**

- Includes records that document the operations of agency mail room services.
- **L18** applies to mail services records in paper, electronic and other formats, i.e. the following retention periods pertain to the primary copy of a record regardless of media. Retention periods for secondary copies that are produced for informational purposes only may be discarded when no longer needed unless otherwise specified.

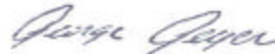
When using this general retention schedule, records officers/coordinators should determine whether they are dealing with a primary or secondary copy the record series. General schedules are written in general titles and functions rather than identify specific individual documents or forms. Those records whose content and function are substantially the same as an item described on the schedule should be considered covered by that item. No one agency will have all of the record series listed in this general schedule. The listing of a record series does not mean that the agency must create such records.

**L18 MAIL SERVICES- INCLUSIVE**

**Approved by the Washington State Local Records Committee - June 2001**



**Brian Buccholz**  
For the Attorney General



**George Geyer**  
For the State Auditor



**Phillip Coombs**  
For the State Archivist

**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

Records Category: <b>MAIL SERVICES</b>					Schedule Number: <b>L18</b>	
SERIES NO.	RECORD SERIES TITLE and FUNCTION	OPR/ OFM	OFFICE or DIVISION LOCATION and MINIMUM RETENTION PERIOD		DISPOSTION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
1.	BULK MAILING PERMIT	OPR	6 years	Destroy when obsolete or superseded	GS50-06D-01	
2.	CERTIFIED AND REGISTERED MAIL LOG	OFM	3 years	Destroy when obsolete or superseded	GS50-06D-02	
3.	CERTIFIED MAIL RETURN RECEIPT	OFM	3 years	Destroy when obsolete or superseded	GS50-06D-03	
4.	POSTAGE EXPENDITURE REPORT	OFM	3 years	Destroy when obsolete or superseded	GS50-06D-04	
5.	POSTAGE METER LICENSE	OPR	Destroy when obsolete or superseded plus 6 years	Destroy when obsolete or superseded	GS50-06D-05	
6.	POSTAGE METER LOG	OFM	3 years	Destroy when obsolete or superseded	GS50-06D-06	
7.	SENDERS STATEMENT AND CERTIFICATION OF BULK MAILING	OFM	3 years	Post office has other copies	GS50-06D-07	
8.	UPS REGISTER	OFM	3 years	Destroy when obsolete or superseded	GS50-06D-08	

## GENERAL RETENTION SCHEDULE for LAW ENFORCEMENT AGENCIES

**Schedule Number: L19** includes records that may pertain to Law Enforcement agencies extracted from LOCAL GOVERNMENT RECORD RETENTION SCHEDULES categories - Motor Pool, Vehicle and Equipment Maintenance.

### Records Category: MOTOR POOL, VEHICLE & EQUIPMENT MAINTENANCE

- Transportation and Equipment Records include those relating to transportation issues for the respective agency and maintain accurate information regarding employees that use motor pool vehicles or equipment leases. May include title and lease records, vehicle and equipment request, monthly mileage reports, and fuel usage records.
- **L19** applies to transportation records in paper, electronic and other formats, i.e. the following retention periods pertain to the primary copy of a record regardless of media. Retention periods for secondary copies that are produced for informational purposes only may be discarded when no longer needed unless otherwise specified.

When using this general retention schedule, records officers/coordinators should determine whether they are dealing with a primary or secondary copy the record series. General schedules are written in general titles and functions rather than identify specific individual documents or forms. Those records whose content and function are substantially the same as an item described on the schedule should be considered covered by that item. No one agency will have all of the record series listed in this general schedule. The listing of a record series does not mean that the agency must create such records.

**L19—Inclusive**

**Approved by the Washington State Local Government Records Committee: July 2001**



**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

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**Brian Buccholz**  
**For the Attorney General**

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**George Geyer**  
**For the State Auditor**

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**Phillip Coombs**  
**For the State Archivist**

**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

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Records Category: <b>MOTOR POOL VEHICLE &amp; EQUIPMENT</b>					General Schedule: <b>L19</b>	
SERIES NO.	RECORD SERIES TITLE and FUNCTION	OPR / OFM	OFFICE or DIVISION LOCATION and MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
1.	ACCIDENT LOGS OF MOTOR POOL VEHICLES	OFM	6 years after last entry	Destroy when obsolete or superseded	GS50-06E-13	
2.	CERTIFICATES OF VEHICLE TITLE	OPR	Until disposition of vehicle and completion of State Auditor's examination report	Destroy when obsolete or superseded	GS50-06E-02	
3.	EQUIPMENT AND VEHICLE CHECKOUT LOG	OFM	3 years	Destroy when obsolete or superseded	GS50-06E-03	
4.	EQUIPMENT AND VEHICLE DATA AND STATISTICAL REPORTS	OFM	3 years	Destroy when obsolete or superseded	GS50-06E-04	
5.	EQUIPMENT AND VEHICLE LEASES	OPR	Termination plus 6 years	Destroy when obsolete or superseded	GS50-06E-05	
6.	EQUIPMENT AND VEHICLE MAINTENANCE HISTORY	OFM	Until disposal or sale of equipment or vehicle	Destroy when obsolete or superseded	GS50-06E-06	
7.	EQUIPMENT AND VEHICLE MAINTENANCE REPORTS	OFM	3 years	Destroy when obsolete or superseded	GS50-06E-07	
8.	EQUIPMENT AND VEHICLE SAFETY ANALYSIS AND INVESTIGATION FILES	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-06E-14	
9.	EQUIPMENT AND VEHICLE SALE AND SALVAGE RECORD	OPR	6 years	Destroy when obsolete or superseded	GS50-06E-08	
10.	FUEL PUMP/TANK AUDIT REPORTS	OFM	2 years	Destroy when obsolete or superseded	GS50-06E-15	
11.	PARTS INVENTORY, TRANSIT	OFM	3 years after obsolete or superseded	Destroy when obsolete or superseded	GS50-06E-18	

**Approved by the Local Records Committee (LGRRS) June 2001  
L19 MOTOR POOL VEHICLE & EQUIPMENT**

**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

15

Records Category: <b>MOTOR POOL VEHICLE &amp; EQUIPMENT</b>					General Schedule: <b>L19</b>	
SERIES NO.	RECORD SERIES TITLE and FUNCTION	OPR / OFM	OFFICE or DIVISION LOCATION and MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
12.	PARTS MASTER LISTING REPORTS	OFM	3 years after obsolete or superseded	Destroy when obsolete or superseded	GS50-06E-20	
13.	TIRE MAINTENANCE REPORTS	OFM	5 years	Destroy when obsolete or superseded	GS50-06E-21	
14.	VEHICLE HISTORY FILES Includes original defect and inspection report.	OFM	Until sale or disposal of vehicle	Destroy when obsolete or superseded	GS50-06E-22	
15.	VEHICLE MILEAGE LOG	OFM	3 years	Destroy when obsolete or superseded	GS50-06E-11	

## GENERAL RETENTION SCHEDULE for LAW ENFORCEMENT AGENCIES

**Schedule Number: L20** includes previous Law Enforcement's Special Police Authority LAW-07B

### Records Category: SPECIAL POLICE AUTHORITY

- Documents special police functions that provide extensions of police authority. Includes records that have been established for special police commissions and sex offender responsibilities.
- **L20** applies to special police authority records in paper, electronic and other formats, i.e. the following retention periods pertain to the primary copy of a record regardless of media. Retention periods for secondary copies that are produced for informational purposes only may be discarded when no longer needed unless otherwise specified.

When using this general retention schedule, records officers/coordinators should determine whether they are dealing with a primary or secondary copy the record series. General schedules are written in general titles and functions rather than identify specific individual documents or forms. Those records whose content and function are substantially the same as an item described on the schedule should be considered covered by that item. No one agency will have all of the record series listed in this general schedule. The listing of a record series does not mean that the agency must create such records.

### L20 Special Police Authority—Inclusive

Approved by the Washington State Local Government Records Committee: August 2001





**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

**Brian Buchholz  
For the Attorney General**

**George Geyer  
For the State Auditor**

**Steve Excell  
For the State Archivist**

**Approved by Local Records Committee: August 2001  
L20 SPECIAL POLICE AUTHORITY**

**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

Records Category: <b>SPECIAL POLICE AUTHORITY</b>					Schedule Number: <b>L20</b>	
SERIES NO.	RECORD SERIES TITLE and FUNCTION	OPR/ OFM	OFFICE or DIVISION LOCATION and MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
1.	EXTENTIONS OF POLICE AUTHORITY Issued to retired officers whose current occupation requires them to utilize police powers.	OFM	6 years	Destroy when obsolete or superseded	L20-01-01	
2.	SPECIAL POLICE COMMISSIONS Issued to private security personnel who apprehend/cite shoplifters, etc.	OFM	6 years	Destroy when obsolete or superseded	L20-01-02	
3.	SEX OFFENDER REGISTRATION RECORDS & ASSOCIATED DOCUMENTATION Filed with the Sheriff's office	OPR	1 year after death or 6 years after offender leaves jurisdiction whichever is earlier	Destroy when obsolete or superseded	L20-01-03	RCW 9A.44.130
4.	SEX OFFENDER NOTIFICATION RECORDS (from DOC) All levels.	OFM	1 year after death or 6 years after completion of registration period or 6 years after offender leaves jurisdiction whichever is earlier	Destroy when obsolete or superseded	L20-01-04	RCW 4.24.550

**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

**Schedule Number: L21** includes previous Law Enforcement's Motor Vehicle Reports (Not Associated with Master Case) LAW05-B

**Records Category: MOTOR VEHICLE REPORTS (NOT ASSOCIATED WITH MASTER CASE)**

- Records include impound or abandoned vehicle reports, towing contracts or agreements, vehicle accident reports or reports of vehicles used in the commission of a crime, speed timing reports.
- **L21** applies to motor vehicle reports (not associated with master case) records in paper, electronic and other formats, i.e. the following retention periods pertain to the primary copy of a record regardless of media. Retention periods for secondary copies that are produced for informational purposes only may be discarded when no longer needed unless otherwise specified.

When using this general retention schedule, records officers/coordinators should determine whether they are dealing with a primary or secondary copy the record series. General schedules are written in general titles and functions rather than identify specific individual documents or forms. Those records whose content and function are substantially the same as an item described on the schedule should be considered covered by that item. No one agency will have all of the record series listed in this general schedule. The listing of a record series does not mean that the agency must create such records.

**L21 MOTOR VEHICLE REPORTS (NOT ASSOCIATED WITH MASTER CASE)—Inclusive**  
**Approved by the Washington State Local Government Records Committee: August 2001**



**Brian Buchholz**  
For the Attorney General



**George Geyer**  
For the State Auditor



**Steve Excell**  
For the State Archivist

**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

Records Category: <b>MOTOR VEHICLE REPORTS (NOT ASSOCIATED WITH MASTER CASE)</b>					Schedule Number: <b>L21</b>	
SERIES NO.	RECORD SERIES TITLE and FUNCTION	OPR/ OFM	OFFICE or DIVISION LOCATION and <i>MINIMUM RETENTION PERIOD</i>		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
1.	IMPOUND ABATEMENT FILES Used to check if stolen prior to auction.	OFM	Tow Company – 60 days	Destroy when obsolete or superseded	L21-01-01	
2.	IMPOUND OR ABANDONED VEHICLE RECORDS Including impound report, tow-away notice to owner, request for information to determine last owner, notice to owner and lien holder(s) that vehicle has been taken into custody as abandoned, affidavit stating how ownership was acquired by municipality, transfer of ownership document, and bill of sale.	OFM	Tow Company 3 years  – <i>See remarks</i>	Destroy when superseded or obsolete	L21-01-02	RCW 46.55.150 requires Tow Company to keep vehicle transaction file for a minimum of 3 years.
3.	TOWING CONTRACTS OR AGREEMENTS	OPR	6 years after expiration or termination	Destroy when superseded or obsolete	L21-01-03	
4.	TOW LOGS Information sent to Law Enforcement Tow Companies.	OFM	3 years	Destroy when obsolete or superseded	L21-01-04	Reference RCW 46.55.100.
5.	TOWING COMPANY LIST	OFM	Destroy when superseded or obsolete	Destroy when superseded or obsolete	L21-01-05	
6.	VEHICLE HISTORY FILES (NOT ASSOCIATED WITH MASTER CASE) Including information on specific vehicles or vehicle models, including those which have been involved in accidents or used in the commission of crimes	OFM	Destroy when superseded or obsolete	Destroy when superseded or obsolete	L21-01-06	
7.	WRECKER FEE SCHEDULES	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	L21-01-07	Reference RCW 46.80.

## GENERAL RETENTION SCHEDULE for LAW ENFORCEMENT AGENCIES

**Schedule Number: L22** includes Law Enforcement Warrants/Process Papers LAW-05C.

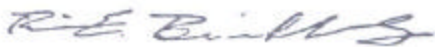
### Records Category: WARRANTS/COURT ORDERS

- Reflects Law Enforcement's' responsibility when executing warrants/court orders. Includes records pertaining to subpoena or summons service records, warrant executions, protection orders, and informational/wanted bulletins.
- **L22** applies to warrants/process papers in paper, electronic and other formats, i.e. the following retention periods pertain to the primary copy of a record regardless of media. Retention periods for secondary copies that are produced for informational purposes only may be discarded when no longer needed unless otherwise specified.

When using this general retention schedule, records officers/coordinators should determine whether they are dealing with a primary or secondary copy the record series. General schedules are written in general titles and functions rather than identify specific individual documents or forms. Those records whose content and function are substantially the same as an item described on the schedule should be considered covered by that item. No one agency will have all of the record series listed in this general schedule. The listing of a record series does not mean that the agency must create such records.

### L22—Inclusive

Approved by the Washington State Local Government Records Committee: June 2001



Brian Buchholz  
For the Attorney General



George Geyer  
For the State Auditor



Steve Excell  
For the State Archivist

**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

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Records Category: <b>WARRANTS/COURT ORDERS</b>					Schedule Number: <b>L22</b>	
SERIES NO.	RECORD SERIES TITLE and FUNCTION	OPR/ OFM	OFFICE or DIVISION LOCATION and <i>MINIMUM RETENTION PERIOD</i>		DISPOSTION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
1.	COPY OF ORDER PROTECTION Filed with local law enforcement agency having jurisdiction.	OFM	6 months after order expires or otherwise becomes invalid		L22-01-01	
2.	COURT ORDERS – DOMESTIC VIOLENCE SERVICE PAPERS Protection orders, restraining orders, anti-harassment and no contact orders -- <b>SEE L05 CIVIL RECORDS</b>					
3.	EXTRADITION FILES	OFM	Keep original until served, cancelled or expired When served - County Clerk is responsible for original copy	Retain until served, canceled, or expired	L22-01-03	
4.	INFORMATIONAL/WANTED BULLETINS List and posters showing "most wanted" persons, and All Points Bulletins (APBs)	OFM	Keep original until served, cancelled or expired When served - County Clerk is responsible for original copy	Retain until served, canceled, or expired	L22-01-04	

Approved by the Local Records Committee August 2001  
L22 WARRANTS/COURT ORDERS

**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

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Records Category: <b>WARRANTS/COURT ORDERS</b>					Schedule Number: <b>L22</b>	
SERIES NO.	RECORD SERIES TITLE and FUNCTION	OPR/ OFM	OFFICE or DIVISION LOCATION and MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
5.	<b>SETTLED FILES (DEADLETTER/STRIKERS)</b> May contain: <ul style="list-style-type: none"> <li>• Copy of Warrants</li> <li>• WACIC/NCIC entry of warrant</li> <li>• WACIC/NIC clearance/cancel, etc. of warrant</li> <li>• NCIC III</li> <li>• Warrant worksheet</li> <li>• Dept of Licensing printout</li> <li>• Locate</li> <li>• Hit Confirmation</li> <li>• Administrative messages from arresting agency</li> <li>• In custody report</li> <li>• Interstate Agreement on Detainers/Penitentiary paperwork</li> <li>• Any other documents pertaining to arrest, i.e. fax</li> <li>• Fugitive information</li> </ul>	OFM	3 years <b>-See remarks</b>	Destroy when obsolete or superseded	L22-01-05	Reference: State vs. Striker 87 Wn.2d 870, 557 p.2d (1976)  <i>If these pertain to a case/incident reports they should be filed with it and kept according to the incident report retention.</i>
6.	<b>SUBPOENA OR SUMMONS SERVICE RECORDS</b> Subpoena or summons executed by law enforcement agency. Includes attempt to service log.	OFM	Keep original until served, canceled or recalled When served - County Clerk is responsible for original copy	Retain until served, canceled, or recalled	L22-01-06	
7.	<b>WARRANT EXECUTION</b> Arrest and other warrants executed by law enforcement agency.	OFM	Keep original until served, or recalled When served - County Clerk is responsible for original copy	Retain until served, or recalled	L22-01-07	;

Approved by the Local Records Committee August 2001  
L22 WARRANTS/COURT ORDERS

## GENERAL RETENTION SCHEDULE for LAW ENFORCEMENT AGENCIES

**Schedule Number: L23** Includes activities that may pertain to Law Enforcement agencies extracted from LOCAL GOVERNMENT RECORD RETENTION SCHEDULES manual's Public Information records.


### Records Category: PUBLIC AFFAIRS

- Includes record of contacts with the general public, the media, the legal community and others, regarding local agency policies, activities, and actions. Includes information releases, public information, and office files.
- **L23** applies to Public Relations/Information/Public Disclosure records in paper, electronic and other formats, i.e. the following retention periods pertain to the primary copy of a record regardless of media. Retention periods for secondary copies that are produced for informational purposes only may be discarded when no longer needed unless otherwise specified.

When using this general retention schedule, records officers/coordinators should determine whether they are dealing with a primary or secondary copy the record series. General schedules are written in general titles and functions rather than identify specific individual documents or forms. Those records whose content and function are substantially the same as an item described on the schedule should be considered covered by that item. No one agency will have all of the record series listed in this general schedule. The listing of a record series does not mean that the agency must create such records.

**L23—Inclusive**

**Approved by the Washington State Local Government Records Committee: July 2001**





**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

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**Brian Buccholz**  
**For the Attorney General**

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**George Geyer**  
**For the State Auditor**

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**Phillip Coombs**  
**The State Archivist**

**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

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Records Category: <b>PUBLIC AFFAIRS</b>					Schedule Number: <b>L23</b>	
SERIES NO.	RECORD SERIES TITLE and FUNCTION	OPR/ OFM	OFFICE or DIVISION LOCATION and MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
1.	BIOGRAPHICAL FILES	OFM	Destroy when obsolete or superseded - Potential archival value - <b>See remarks</b>	Destroy when obsolete or superseded	GS50-06F-01	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
2.	HISTORICAL FILES OF THE AGENCY	OFM	Destroy when obsolete or superseded - Potential archival value - <b>See remarks</b>	Destroy when obsolete or superseded	GS50-06F-02	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
3.	INFORMATIONAL REPORTS COMPILED FOR AGENCY USE	OFM	Destroy when obsolete or superseded - Potential archival value - <b>See remarks</b>	Destroy when obsolete or superseded	GS50-06F-03	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
4.	MASTER FILE OF AGENCY PUBLICATIONS	OFM	Destroy when obsolete or superseded - Potential archival value - <b>See remark</b>	Destroy when obsolete or superseded	GS50-06F-04	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
5.	NEWSPAPER CLIPPINGS	OFM	Destroy when obsolete or superseded - Potential archival value - <b>See remarks</b>	Destroy when obsolete or superseded	GS50-06F-05	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.

Approved by the Local Records Committee (LGRRS) June 2001  
**L24 PUBLIC AFFAIRS**

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**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

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Records Category: <b>PUBLIC AFFAIRS</b>					Schedule Number: <b>L23</b>	
SERIES NO.	RECORD SERIES TITLE and FUNCTION	OPR/ OFM	OFFICE or DIVISION LOCATION and <i>MINIMUM RETENTION PERIOD</i>		DISPOSTION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
6.	PHOTOGRAPHS, AUDIO/VISUAL MATERIAL Photographic negatives and prints may be held at Regional Archives for permanent preservation and security backup - See remarks.	OFM	Destroy when obsolete or superseded - Potential archival value - <b>See remarks</b>	Destroy when obsolete or superseded	GS50-06F-06	Please contact your Regional Archivist before disposing of this record or to discuss transfer for permanent preservation and security backup.
7.	PRESS RELEASES	OFM	Destroy when obsolete or superseded - Potential archival value - <b>See remarks</b>	Destroy when obsolete or superseded	GS50-06F-07	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
8.	SCRAPBOOKS AND ALBUMS	OFM	Destroy when obsolete or superseded - Potential archival value - <b>See remarks</b>	Destroy when obsolete or superseded	GS50-06F-08	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
9.	SPEECHES	OFM	Destroy when obsolete or superseded - Potential archival value - <b>See remarks</b>	Destroy when obsolete or superseded	GS50-06F-09	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.

Approved by the Local Records Committee (LGRRS) June 2001  
**L24 PUBLIC AFFAIRS**

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## GENERAL RETENTION SCHEDULE for LAW ENFORCEMENT AGENCIES

**Schedule Number: L24** Includes activities that may pertain to Law Enforcement agencies extracted from LOCAL GOVERNMENT RECORD RETENTION SCHEDULES manual's Records Management section.

### Records Category: RECORDS MANAGEMENT

- Includes records generated in the operation of an agency records management program, documenting the creation, management, flow and disposition of local government records in accordance with the record management laws, policies, procedures and practices.
- **L24** applies to records management records in paper, electronic and other formats, i.e. the following retention periods pertain to the primary copy of a record regardless of media. Retention periods for secondary copies that are produced for informational purposes only may be discarded when no longer needed unless otherwise specified.

When using this general retention schedule, records officers/coordinators should determine whether they are dealing with a primary or secondary copy the record series. General schedules are written in general titles and functions rather than identify specific individual documents or forms. Those records whose content and function are substantially the same as an item described on the schedule should be considered covered by that item. No one agency will have all of the record series listed in this general schedule. The listing of a record series does not mean that the agency must create such records.

### L24 Records Management—Inclusive

Approved by the Washington State Local Government Records Committee: August 2001 (Revised)



Brian Buccholz  
For the Attorney General



George Geyer  
For the State Auditor



Steve Excell  
For the State Archivist

**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

Records Category: <b>RECORDS MANAGEMENT</b>					Schedule Number: <b>L24</b>	
SERIES NO.	RECORD SERIES TITLE and FUNCTION	OPR/ OFM	OFFICE or DIVISION LOCATION and MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
1.	FILES CLASSIFICATION GUIDELINES	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-09-12	
2.	GENERAL RECORDS RETENTION SCHEDULE Records retention schedules issued by the Local Records Committee that provide all agencies with continuing authorization for disposition of commonly held records.	OFM	Local Records Committee - PERMANENT	Destroy when obsolete or superseded	GS50-09-01	
3.	PUBLIC DISCLOSURE REQUEST FILES Formal request submitted by individuals for access to agency records.	OPR	Current year plus 1 year <b>-See remarks</b>	Destroy when obsolete or superseded	GS50-09-04	Records Committee reduced the retention from 6 years per RCW 40.14.060 (b) on 8/30/01.
4.	PUBLIC DISCLOSURE REQUEST LOGS	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-09-13	
5.	PUBLIC RECORDS DESTRUCTION AFFIDAVITS Listings of records series destroyed at specific times, including inclusive dates or inclusive numbers, signed by agency representative witnessing destruction.	OPR	6 years	Destroy when obsolete or superseded	GS50-09-05	
6.	PUBLIC RECORDS DESTRUCTION LOG ESSENTIAL RECORD – Needs security backup – See remarks.	OPR	PERMANENT	Destroy when obsolete or superseded	GS50-09-06	This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the locations of other copies inside or outside the agency.
7.	PUBLIC RECORDS RETENTION SCHEDULE AND DESTRUCTION AUTHORIZATION Continuing authorities for the disposition of public records approved specifically for the agency by the Local Records Committee.	OPR	Local Records Committee - PERMANENT	Destroy when obsolete or superseded	GS50-09-07	The Local Records Committee recommends a retention period of 6 years after disposition of the last records series listed on the schedule.
8.	RECORDS CENTER TRANSMITTALS, INVENTORIES, AND INDEXES ESSENTIAL RECORD - Needs security backup - See remarks.	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	GS50-09-08	This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the locations of other copies inside or outside the agency.

**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

Records Category: <b>RECORDS MANAGEMENT</b>					Schedule Number: <b>L24</b>	
<b>SERIES NO.</b>	<b>RECORD SERIES TITLE and FUNCTION</b>	<b>OPR/ OFM</b>	<b>OFFICE or DIVISION LOCATION and MINIMUM RETENTION PERIOD</b>		<b>DISPOSTION AUTHORITY NUMBER (DAN)</b>	<b>SPECIAL and/or DESTRUCTION INSTRUCTIONS</b>
			<b>Primary Record Copy</b>	<b>Secondary Record Copy</b>		
9.	RECORDS DESTRUCTION AUTHORIZATION (OFFICE OF RECORD) Document signed by the office of record allowing the destruction of specific records	OPR	6 years	Destroy when obsolete or superseded	GS50-09-10	
10.	RECORDS RETENTION SCHEDULES - INTERNAL Internal working guides abstracted from approved records retention schedules or approved general records retention schedules.	OFM	Destroy when superseded or revised	Destroy when obsolete or superseded	GS50-09-02	
11.	RECORDS RETRIEVAL REQUEST AND CIRCULATION DOCUMENTATION Documentation of materials pulled from and/or returned to records storage center.	OFM	Keep until materials returned to records center	Destroy when obsolete or superseded	GS50-09-11	

## GENERAL RETENTION SCHEDULE for LAW ENFORCEMENT AGENCIES

**Schedule Number: L25** New Section.

### **Records Category: CRIME PREVENTION**

- Includes records generated in the administration of crime prevention programs, documenting the creation, management, flow and disposition of crime prevention records in accordance with the laws, policies, procedures and practices of law enforcement agencies.
- **L25** applies to crime prevention records in paper, electronic and other formats, i.e. the following retention periods pertain to the primary copy of a record regardless of media. Retention periods for secondary copies that are produced for informational purposes only may be discarded when no longer needed unless otherwise specified.

When using this general retention schedule, records officers/coordinators should determine whether they are dealing with a primary or secondary copy the record series. General schedules are written in general titles and functions rather than identify specific individual documents or forms. Those records whose content and function are substantially the same as an item described on the schedule should be considered covered by that item. No one agency will have all of the record series listed in this general schedule. The listing of a record series does not mean that the agency must create such records.

**L25 Crime Prevention—Inclusive**

**Approved by the Washington State Local Government Records Committee: August 2001**



**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

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**Brian Buchholz  
For the Attorney General**

**George Geyer  
For the State Auditor**

**Steve Excell  
For the State Archivist**



**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

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Records Category: <b>CRIME PREVENTION</b>					Schedule Number: <b>L25</b>	
SERIES NO.	RECORD SERIES TITLE and FUNCTION	OPR/ OFM	OFFICE or DIVISION LOCATION and MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
1.	BICYCLE REGISTRATION FILES Consist of make, model, serial number and owners name. <i>Note: Registering bicycles not required by law, mainly for public relations.</i>	OFM	Until obsolete or superseded	Destroy when obsolete or superseded	L25-01-01	
2.	COMMUNITY MEETING FILES Records of community meetings attended by CPT officers.	OFM	Current year plus 1 year	Destroy when obsolete or superseded	L25-01-02	
3.	COMMUNITY POLICE CASE FILES Investigation and resolution of community concerns	OFM	Current year plus 1 year	Destroy when obsolete or superseded	L25-01-03	
4.	COMMUNITY POLICE SPECIAL PROJECTS Records on major problems within the community, which required numerous responses.	OFM	Current year plus 1 year	Destroy when obsolete or superseded	L25-01-04	
5.	COMMUNITY POLICING PROGRAMS Block watch, business watch, officer friendly, drug/alcohol includes maps, brochures and pamphlets; shoplifting prevention, school safety, alarm compliance & inspection, adult guard crossing program.	OFM	Current year plus 1 year	Destroy when obsolete or superseded	L25-01-05	
6.	CRIME PREVENTION COMPLAINT LOGS Records of minor complaints, which were handled in a short time.	OFM	Current year plus 1 year	Destroy when obsolete or superseded	L25-01-06	
7.	CRIME STOPPERS An anonymous tips community program designed to assist in locating violators of warrants offering awards that lead to arrest.	OFM	Current year plus 1 year	Destroy when obsolete or superseded	L25-01-07	
8.	HOUSE WATCH CHECKLIST AND REPORTS Performance and or completion of a house watch.	OFM	Current year plus 1 year	Destroy when obsolete or superseded	L25-01-08	
9.	SPECIAL EVENT FILES Community awareness, events, and activities.	OFM	Destroy when obsolete or superseded	Destroy when obsolete or superseded	L25-01-09	
10.	SPECIAL STATISTICAL CRIME REPORTS, MAPS FOR SELECTED NEIGHBORHOODS	OFM	Until obsolete or superseded	Destroy when obsolete or superseded	L25-01-10	

**Approved by the Local Records Committee August 2001  
L25 CRIME PREVENTION**

## GENERAL RETENTION SCHEDULE for LAW ENFORCEMENT AGENCIES

**Schedule Number: L26** New Section.

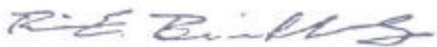
### **Records Category: SPECIALIZED EQUIPMENT AND ANIMAL RECORDS**

- Includes records of animals owned by the law enforcement agency, veterinary history. Specialized equipment includes aircraft, and watercraft records, and specialty weapons used specifically by law enforcement personnel.
- **L26** applies to specialized equipment and animal records in paper, electronic and other formats, i.e. the following retention periods pertain to the primary copy of a record regardless of media. Retention periods for secondary copies that are produced for informational purposes only may be discarded when no longer needed unless otherwise specified.

When using this general retention schedule, records officers/coordinators should determine whether they are dealing with a primary or secondary copy the record series. General schedules are written in general titles and functions rather than identify specific individual documents or forms. Those records whose content and function are substantially the same as an item described on the schedule should be considered covered by that item. No one agency will have all of the record series listed in this general schedule. The listing of a record series does not mean that the agency must create such records.

### **L26 Specialized Equipment and Animal Records—Inclusive**

**Approved by the Washington State Local Government Records Committee: August 2001**



**Brian Buchholz**  
For the Attorney General



**George Geyer**  
For the State Auditor



**Steve Excell**  
For the State Archivist

**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

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Records Category: <b>SPECIALIZED EQUIPMENT AND ANIMAL RECORDS</b>					Schedule Number: <b>L26</b>	
SERIES NO.	RECORD SERIES TITLE and FUNCTION	OPR/ OFM	OFFICE or DIVISION LOCATION and <i>MINIMUM RETENTION PERIOD</i>		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
1.	AIRCRAFT HISTORY AND MAINTENANCE RECORDS Maintained on each helicopter or fixed wing aircraft used to document the total time in service of the airframe, each engine, each propeller, and each rotor; the current status of life-.limited parts of each airframe, engine, propeller rotor, and appliance; any major alterations to such engines and devices; when inspections and overhauls last occurred; and documentation of compliance with Federal Aviation Administration (FAA) airworthiness directives.	OFM	Aircraft sold – then transfer to new owner	Destroy when obsolete or superseded	L26-01-01	

**GENERAL RETENTION SCHEDULE for  
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Records Category: <b>SPECIALIZED EQUIPMENT AND ANIMAL RECORDS</b>					Schedule Number: <b>L26</b>	
SERIES NO.	RECORD SERIES TITLE and FUNCTION	OPR/ OFM	OFFICE or DIVISION LOCATION and <i>MINIMUM RETENTION PERIOD</i>		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL and/or DESTRUCTION INSTRUCTIONS
			Primary Record Copy	Secondary Record Copy		
2.	ANIMAL RECORDS Records concerning horses, dogs, or other animals owned by the Law Enforcement agency, including records of the acquisition of the animal, its registration and pedigree papers (if applicable), records of training, and veterinary history	OFM	Until retirement or sale of animal plus 2 years	Destroy when obsolete or superseded	L26-01-02	
3.	VEHICLE HISTORY AND MAINTENANCE RECORDS (INCLUDING WATERCRAFT) Master record on each Law Enforcement vehicle (including watercraft) and its apparatus and containing the following: complete description including identification and license numbers; title and registration papers, annual beginning and ending odometer readings, total annual fuel, maintenance, labor, and parts cost; and complete maintenance and inspection history (in summary showing date and nature of inspection, service and repair)	OFM	Vehicle sold	Destroy when obsolete or superseded	L26-01-03	
4.	WEAPONS RECORDS a. Records of issuance of weapons to Law Enforcement personnel. b. Records of inspection, maintenance and repair of weapons c. Records documenting sale, gift, loss, or destruction of weaponry d. Inventories of weapons	OFM	a) Return of weapon or disposition plus 3 years b) 3 years after no longer in use or sold c) 3 years d) Until Superseded plus 3 years	Destroy when obsolete or superseded	L27-01-04	

**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

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**Schedule Number: L50**

Records Category **ADMINISTRATIVE MATERIALS WITH NO RETENTION VALUE**

**THE FOLLOWING TYPES OF MATERIALS ARE DESIGNATED AS HAVING NO PUBLIC RECORD RETENTION VALUE AND MAY BE DISPOSED OF AS SOON AS THEY HAVE SERVED THEIR PURPOSE:**

No.	TITLE AND DESCRIPTION
1	AGENCY PUBLICATIONS Supplies of agency publications, forms, and printed documents which are superseded, outdated, or otherwise valueless, EXCEPT FOR ACCOUNTABLE FORMS WHICH MUST BE EXAMINED BY THE STATE AUDITOR'S OFFICE BEFORE BEING DESTROYED. Agency publications may be given away to the public or other agencies rather than being destroyed.
2	CATALOGS, TRADE JOURNALS, VIDEOS, AND OTHER PRINTED OR PUBLISHED MATERIALS Received from other offices, commercial firms, or private institutions, which require no action and are not needed for documentary purposes.
3	INFORMATIONAL COPIES Electrostatic, photocopy, magnetic, or other type of copy of correspondence, completed forms, bulletins, etc., prepared for reference and informational distribution.
4	LETTERS OF TRANSMITTAL Letters of transmittal, which do not add any information to the transmitted materials.
5	MISCELLANEOUS MEMORANDA Miscellaneous notices or memoranda which do not relate to the functional responsibility of the agency, e.g., notices of community affairs, employees meetings, holidays, etc.
6	PRELIMINARY DRAFTS Preliminary drafts of letters, memoranda, reports, worksheets, and informal notes, which do not represent significant basic steps in the preparation of record documents.
7	REPRODUCTION MATERIALS Includes materials such as stencils, hectograph masters and offset plates.
8	ROUTING SLIPS Routing slips used to direct the distribution of documents.
9	SHORTHAND NOTES, STENOGRAPH TAPES, WORD PROCESSING DISKS, AND MECHANICAL RECORDINGS After they have been transcribed into typewritten or printed form on paper or microfilm.
10	TELEPHONE MESSAGES "While you were away" slips, check slips, or similar forms used to convey non-policy informational messages. Materials containing personal information should be disposed of in a secure manner.
11	USED / CANCELLED EVENT TICKETS AND PASSES

**L50 Administrative Materials With No Retention Value - Inclusive**

**Approved by the Washington State Local Records Committee: June 2001**

*R. E. Binkley*

*George Jager*

*Philip Corns*

**GENERAL RETENTION SCHEDULE for  
LAW ENFORCEMENT AGENCIES**

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**Brian Buccholz**  
**For the Attorney General**

**George Geyer**  
**For the State Auditor**

**Phillip Coombs**  
**The State Archivist**

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